

GREENWICH MENCAP

England & Wales · Charity number 802103

Details

Other names	GREENWICH SOCIETY FOR THE MENTALLY HANDICAPPED (GREENWICH MENCAP), GREENWICH MENCAP
Status	Registered
Legal form	Charitable company
Company number	02408836
Registered	1989-11-22
Register	View on the Charity Commission register

Contact

Address Unit 7
Woolwich Common Enterprise Centre
Peace Street
Woolwich
London
SE18 4HX

Phone 02083052245

Email info@greenwichmencap.org.uk

Website www.greenwichmencap.org.uk

Activities

Objects: THE RELIEF OF PEOPLE WITH A LEARNING DISABILITY IN PARTICULAR BY THE PROVISION OF HELP AND SUPPORT FOR THEM AND FOR THEIR FAMILIES, DEPENDANTS AND CARERS, AND TO PREVENT LEARNING DISABILITIES FOR THE PUBLIC BENEFIT AND TO 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: Greenwich Mencap works with and for people with a learning disability and their families. Our Children's services are: support with challenging behaviour, activity sessions (short breaks) and support surrounding the transition to adulthood. Our Adult services are: information, advice, advocacy, 1-1 support, travel training, job coaching, day services including handicrafts, gardening & painting.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Education/training, Disability, Recreation
- **Who:** People With Disabilities

Geography

- **Area of benefit:** LONDON BOROUGH OF GREENWICH
- Greenwich

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£690,347	£693,364	£1,145,086	22
2024-03-31	£554,887	£620,632	£1,128,953	28
2023-03-31	£522,068	£557,047	£1,139,185	26
2022-03-31	£555,107	£521,148	£1,174,165	22
2021-03-31	£1,264,895	£475,900	£1,140,205	24

Trustees

Name	Role	Appointed
Alonso Balestrini		2025-07-22
Jonathan Sellars		2020-03-30
Laura Smyth		2023-11-25
Madeliene Lehane		2025-02-10
Sharon Hutton		2024-12-06
Timothy Symth		2023-11-25

GREENWICH MENCAP

England & Wales - Charity number 802103

Accounts

Charity Number: 802103
Company Number: 02408836 (England & Wales)

Greenwich Mencap
(A company limited by guarantee)
Annual Report and Audited Accounts
For the year ended 31 March 2025

Greenwich Mencap

Charity Information

For the year ended 31 March 2025

Management Committee	A Pearlgood – Chair J Sellars L Smyth T Smyth S Hutton – appointed 6 December 2024 M Lehane – appointed 1 February 2025 A Balestrini – appointed 22 July 2025 J Lawson – resigned on 6 December 2024 C Swift – resigned on 6 December 2024
Director of Service	T Looker
Registered Office	Greenwich Mencap Woolwich Common Enterprise Centre Peace Street London SE18 4HX
Auditors	Simpson Wreford LLP Wellesley House Duke of Wellington Avenue Royal Arsenal London SE18 6SS
Bankers	CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ
Company Number	02408836 (England & Wales)
Charity Number	802103

Greenwich Mencap
Annual Report and Accounts
For the year ended 31 March 2025

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Greenwich Mencap

Trustees' Report

For the year ended 31 March 2025

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2025 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

Constitution

The company is a charitable company (charity number 802103) limited by guarantee (company number 02408836 (England & Wales)) and was set up with a Memorandum and Articles of Association which are its constitution on 28 July 1989. At the 2010 AGM the membership agreed a complete revision of the memorandum of association, which were approved on 7 December 2010 and filed on 13 January 2011. The revised memorandum of association included a revision to the charities objectives as detailed in the objectives and activities section of this trustees' report.

The registered office which is the principal office and the Management Committee are disclosed on the charity information page.

Compliance

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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 (FRS102) (effective 1 January 2015).

Structure, Governance and Management

Governance

As stated above, Greenwich Mencap is governed by a Memorandum and Articles of Association. The Articles state that the maximum number of members on the Board of Trustees shall not exceed 12.

The Board of Trustees, who may exercise all the powers of the Charity, has a strategic overview of the business of the organisation. Ordinary Board of Trustees' meetings facilitate discussion and decision-making regarding the strategic direction of the organisation and ratify Policies drafted by WorkNest HR Consultants that are updated regularly, though not necessarily annually.

The Board of Trustees have Ordinary Meetings at least each quarter with the CEO and Finance Manager to provide opportunities for Trustees to consider issues in greater detail. These meetings are being held on zoom since March 2020 due to the Coronavirus.

The Director of Services also meets regularly for informal discussions with the Chair of Trustees and Treasurer.

Terri Looker was appointed as Director Services on 1st July 2017.

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2025

Elections and Appointments

New members to the Board of Trustees are recruited via articles in the Greenwich Mencap newsletter, internet, HR recruitment sites and personal recommendation.

Potential candidates meet informally with the Chair of Trustees and the Director of Services and will complete a Skills Audit template before being presented as a suitable candidate to the Board and having had an interview with The Chair of Trustees & the Director of Services. Trustee inductions include completion of an induction form identifying key policies and signing to confirm receipt of documents, shadowing with staff (if required), site visits, mentoring from established Trustees and formal online instruction and attending structured training on Governance. Trustees are required to complete formal and in-house training.

Trustees are appointed at an Annual General Meeting (AGM) and shall take office from the end of that meeting. Existing members of the Board shall retire from office at the end of each AGM unless re-elected or re-appointed. Subject to article 42, no person shall be appointed or re-appointed as a Trustee at any General Meeting unless he or she has been nominated by one or more members by written nomination, delivered to the Company Secretary at least seven days before the date appointed for the meeting, together with notice executed by the nominee of his or her willingness to be appointed or reappointed. Provided that if no nominations for a particular vacancy are made in that period, nominations for the vacancy shall be accepted at the meeting.

Responsibilities of the Trustees

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations and in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Under new GDPR regulations, the ultimate responsibility for data protection compliance lies with the trustees.

Company law requires the charity trustees to prepare financial statements for each 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 income and expenditure of the charity for that period.

In preparing the financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the CharitiesSORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 the charity will continue in business.

The trustees are responsible for keeping proper 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

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2025

with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence 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.

So far as each Trustee is aware, there is no relevant information (information needed by the charity's independent examiners in connection with preparing their report) of which the charity's examiners are unaware; and each director has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the charity's examiners are aware of that information and to establish that the charity's examiners are aware of that information.

Charities Structure and Management

The Board's support of the Director of Services as the strategic leader of Greenwich Mencap is reflected in the development of Greenwich Mencap's Plan and further professionalisation of the permanent contracted staff through structured training courses.

In 2024/25, the Senior Management Team (SLT) consisted of the CEO (Terri Looker), Independent Support Manager (Sally Etridge), Finance Manager (James Thorpe), Arts and Crafts Lead (Samuel Kenny), Riverwood Lead (Marie Masher), and Greenlights Manager (Aquila Davis).

Affiliations

Greenwich Mencap is affiliated to Royal Mencap Society as a Mencap Partner and is guided by their standards in relation to policies, procedures and conduct. Whilst Greenwich Mencap receives some support in kind from them, it does not receive any direct funding.

Greenwich Mencap has a good relationship with Royal Mencap Society as well as many other charities in the borough that have similar objectives. It prides itself on having the communication skills and flexibility to produce the best outcomes for our members and service users.

Financial Review and Reserves

The trading results for the year and the charity's financial position at the end of the year are shown in the attached financial statements. The net surplus for the year is £16,133.

The trustees have set a minimum level of six months of operating costs for the organisations desired level of reserves. Currently the minimum of one month's expenditure will be £60,000. Total free unrestricted reserves totalled £354,247, excluding Riverwood (£112,059), and a legacy received currently held as investments (£674,664), both of which have their own designated funds. Of these unrestricted funds, £15,486 is held as fixed assets, leaving £338,761 as accessible free reserves.

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2025

While there are no formal restrictions on the legacy the Letter of Wishes with it stated that it was for the long-term sustainability of the charity, as such the Trustees have chosen to treat it as an endowment and have designated these funds. Any income generated will be used for the future sustainability of the charity.

Performance

Each project has aims and objectives for the year and the outcomes are recorded in the form of monitoring figures, budget tracking and service user feedback. Each service produces regular monitoring to the Management, Trustees and funding organisations. The finance Manager matches up Profit & Loss figures with the SMT to ensure performance to budget targets. These are then presented to the Director of Services and trustees for further scrutiny.

Trustees

The trustees, who are also directors of the company, who served during the year, were;

Anthony Pearlgood (Chair)
Jonathan Sellars (Treasurer)
J Lawson – resigned on 6 December 2024
C Swift – resigned on 6 December 2024
S Hutton – appointed 6 December 2024
M Lehane – appointed 1 February 2025
A Balestrini – appointed 22 July 2025
L Smyth
T Smyth

As Chair, I would like to express my sincere appreciation to the both the current Trustees and our former colleagues for their valuable contributions to the work of Greenwich Mencap over the past year.

Risk Management

The Trustee Board has identified the major risks to which the charity may be exposed and has implemented systems and procedures to mitigate risks. There are sound internal controls in force to safeguard the charity's assets.

Risks have been categorised and areas of risks identified as Low, Medium and High. A Risk Assessment folder contains Risks that safeguard our staff, volunteers and service users. Risk Assessments are routinely carried out and reviewed by Department Managers (SMT) within the organisation.

Principal Risk

- RBG funding
- Greenlights funding
- LLW annual increases

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2025

HR Review

Greenwich Mencap has reviewed its HR procedures and has instructed Ellis Whittam consultants and is confident that their procedures are sound and robust.

Stakeholders

In addition to the Royal Mencap Society, Greenwich Mencap has a good relationship with many other charities in the Royal Borough of Greenwich that have similar objectives, and with our other stakeholders. It prides itself on having the communication skills and flexibility to produce the best outcomes for our members and service users.

Approved by the Board of Trustees on¹⁵⁻¹¹⁻²⁵ and signed on its behalf by:



Anthony Pearlgood
Chair of Trustees

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2025

Chairman's Report

I would like to open this report by reminding everyone of what Greenwich Mencap continues to stand for:

Our Vision

- A society which values people with a learning disability.

Our Mission

- To listen to the aims, hopes and aspirations of people with a learning disability and their families and carers.
- To enable and empower all children and adults with a learning disability and their families and carers to achieve their full potential.
- To encourage and promote public awareness of the positive contribution and potential of people with a learning disability.
- To enlist the support of the general public through publicity and fundraising.
- To campaign for and represent the interests and needs of people with a learning disability, and their families and carers, to the statutory authorities and other relevant agencies.
- To provide quality social and leisure activities, and opportunities for self advocacy.
- To promote training and work experience, leading to employment opportunities for people with a learning disability.
- To promote the provision of quality residential and respite care with the support of the local community, the statutory authorities and other organisations.
- To recruit, train and support users, carers and volunteers to achieve these aims.
- To run Greenwich Mencap using sound management principles, systems and tools.

Our Objectives

Our Governing Document states that Greenwich Mencap's aims and objectives are:

- a. To promote, campaign for and support the needs and rights of children, young people and adults with a learning disability and their families, and to deliver services to this effect;
- b. To support the inclusion agenda and recognise their rights under the Children & Families Act and the Care Act to choose what is right for them.

In the course of doing so we may also promote, campaign for and support the needs and rights of children, young people and adults with a learning disability and their respective families, and to deliver services to this effect. Greenwich Mencap values diversity in principle and practice, and

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2025

works within an equal opportunities framework as it relates to children, young people and adults with learning disabilities and their families, employees, partnership services and society in general.

- c. To develop and deliver high quality, person/family- centred, specialist and inclusive age appropriate services for children, young people and adults with learning disabilities and their families. The primary area of benefit will be the London Borough of Greenwich, but includes those who are placed in residential care situations by the Royal Borough of Greenwich outside its geographical area. However, in ensuring the ongoing viability of the company, Greenwich Mencap may develop provisions outside of this region.

Achievements in 2024/25

Though it has been a very challenging time due to the rise in the cost of living and the annual increase to the London Living Wage (unusually high) we continued to make efficiencies and financial savings whilst continuing to provide high quality services that meet the needs of our members and service users.

We were awarded £15,000 from The Garfield Weston Foundation and £44,796 from City Bridge for the Greenlights project. For the Life Skills Centre we were awarded £5,000 from Screwfix, £5,000 from The Drapers Company (SWBF), £20,000 from The Baily Thomas Charitable Fund, £750 from Kaye Charitable Trust, and £12,500 from RBG Healthier Community Fund. RBG awarded a £2.60 increase per Riverwood placement.

Donations

We are grateful for all of our donations, but a special thank you is due to:

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2025

NAME	TOTAL
Allen Mrs Denise	10.00
Atkins Ms J	20.00
B.J Purdie	25.80
Badger Mrs R	70.00
Biggs Mr Adam	10.00
Dixon Mr Matthew	5.00
Ferguson Miss Donna	5.00
King Mrs M	12.00
Laukkanen L	20.00
Lloyd Mr & Mrs	20.00
M Thomson	15.00
Mehmet Mrs Janet	60.00
Nicholls Mrs Margaret	60.00
Prentice Mrs Susan	80.00
Russo Mr Alfred	10.00
Shanks Ms Jennifer	100.00
Stables Ms Alison	10.00
Vagg Ms C	70.00
Vizena Mrs Bernadette	5.00
Warner Mr G & Mrs R	112.50
West A & D	15.00
TOTAL	735.30

Key Objective

The key objective for the next accounting year will be to ensure that Greenwich Mencap's income exceeds expenditure through cost savings and increasing income whilst continuing to meet the needs of our Members and Service Users. We aim to do this by introducing an incentive-based membership, new services to reach a wider audience increasing client numbers and plan more fundraising events

Staff & Volunteers

The positive contribution from all of our staff and volunteers is critical to the success of Greenwich Mencap. My fellow-Trustees and I wish to place on record their sincere appreciation of the efforts of all staff over the past year, despite the continuing uncertainties of funding, etc and the changes which have come about within Greenwich Mencap.

Approved by the Board of Trustees on 15-11-25 and signed on its behalf by:



Anthony Pearlgood
Chair of Trustees

Independent Auditors' Report to the members of Greenwich Mencap

For the year ended 31 March 2025

Opinion

We have audited the financial statements of Greenwich Mencap (the 'Charity') for the year ended 31 March 2025 which comprise the Statement of Financial Activities, Balance Sheet, Cash Flow Statement and the related 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 Charity's affairs as at 31 March 2025 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;
- 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the 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.

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

Independent Auditors' Report to the members of Greenwich Mencap

For the year ended 31 March 2025

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 Trustees' Annual 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;
- the financial statements are not in agreement with the accounting records and returns;
- we have not obtained all the information and explanations necessary for the purposes of our audit;
- 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 in preparing the directors' report and take advantage of the small companies' exemption from the requirement to prepare a strategic report.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out on pages 2-3, the trustees 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 they 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 Charity 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.

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.

Extent to which the audit was considered capable of detecting irregularities, including fraud

- 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 computer software and support 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, data protection and charities commission regulation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

Independent Auditors' Report to the members of Greenwich Mencap

For the year ended 31 March 2025

Audit response to risks identified

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 susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

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 1 were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

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

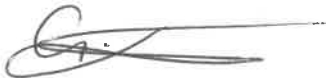
- agreeing financial statement disclosures to underlying supporting documentation and;
- enquiring of management as to actual and potential litigation and claims.
- Review of meeting minutes
- Enquiring as to any correspondence with Charities Commission

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from 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.

Use of our report

This report is made solely to the Charity'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 Charity'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 Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.



Georgina Fox ACA (Statutory Auditor)
for and on behalf of Simpson Wreford LLP, Statutory Auditor
Wellesley House
Duke of Wellington Avenue
Royal Arsenal
London SE18 6SS

Dated: 19.11.2025

Greenwich Mencap

Statement of Financial Activities for the year to 31 March 2025

INCOME FROM:	Notes	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
Donations and legacies	7	25,874	220,205	246,079	167,878
Charitable activities	7	438,474	-	438,474	381,905
Investment income		5,794	-	5,794	5,104
TOTAL		470,142	220,205	690,347	554,887
EXPENDITURE ON:					
Raising funds		-	-	-	-
Charitable activities		476,492	216,872	693,364	620,632
Other		-	-	-	-
TOTAL	9	476,492	216,872	693,364	620,632
Net gains on investments		19,150	-	19,150	55,514
NET INCOME/(EXPENDITURE)		12,800	3,333	16,133	(10,232)
Transfers between funds		-	-	-	-
NET MOVEMENT IN FUNDS		12,800	3,333	16,133	(10,232)
RECONCILIATION OF FUNDS					
Balance at 1 April 2024		1,117,647	11,306	1,128,953	1,139,185
Balance at 31 March 2025		1,130,447	14,639	1,145,087	1,128,953

The Statement of Financial Activities includes all gains and losses in the year. All income and expenditure derive from continuing activities.

The notes on pages 15 to 23 form part of these financial statements.

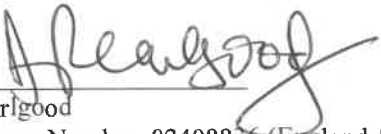
Greenwich Mencap

Balance sheet as at 31 March 2025

	Notes	2025		2024	
		£	£	£	£
FIXED ASSETS					
Investments	10		674,664		655,514
Tangible fixed assets	11		<u>15,486</u>		<u>20,648</u>
			690,150		676,162
CURRENT ASSETS					
Debtors	12	107,169		75,970	
Cash at bank and in hand		<u>393,813</u>		<u>438,388</u>	
		500,982		514,358	
CREDITORS					
Amounts falling due within one year	13	<u>(46,046)</u>		<u>(61,567)</u>	
NET CURRENT ASSETS			<u>454,936</u>		<u>452,791</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>1,145,086</u>		<u>1,128,953</u>
FUNDS OF THE CHARITY					
Restricted funds	15		14,639		11,306
Unrestricted funds	15		<u>1,130,447</u>		<u>1,117,647</u>
TOTAL CHARITY FUNDS			<u>1,145,086</u>		<u>1,128,953</u>

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102).

The financial statements on pages 12 to 23 were approved by the Trustees on 15.11.25 and signed on their behalf by



 A Pearlgood
 Company Number: 02408856 (England & Wales)

Greenwich Mencap

Statement of Cash Flows

For the year ended 31 March 2025

	Notes	2025 Funds £	2024 Funds £
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	22	<u>(44,576)</u>	<u>(22,100)</u>
Cash flows from investing activities:			
Proceeds from sale of property plant and equipment		-	500
Purchase of property plant and equipment		<u>-</u>	<u>(23,994)</u>
Net cash provided by (used in) investing activities		<u>-</u>	<u>(23,494)</u>
Change in cash and cash equivalents in the reporting period		(44,576)	(45,594)
Cash and cash equivalents at the beginning of the reporting period	23	438,388	483,981
Change in cash and cash equivalents due to exchange rate movements		-	-
Cash and cash equivalents at the end of the reporting period	23	<u>393,813</u>	<u>438,388</u>

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2025

1. Accounting Policies

- (a) Company information – Greenwich Mencap is a company limited by guarantee, incorporated in England and Wales and registered as a charity with the Charities Commission. The registered office is Unit 7 Woolwich Common Enterprise Centre, Peace Street, London, SE18 4HX.

Basis of preparation - 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 UK and Republic of Ireland (FRS102) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

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

The effects of events relating to the year ended 31 March 2025 which occurred before the date of approval of the financial statements by the Trustees has been included in the financial statements to the extent required to show a true and fair view of the state of affairs at 31 March 2025 and the results for the year ended on that date.

Greenwich Mencap meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

- (b) Fixed assets are only capitalised where their value exceeds £250. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Equipment	-	25% reducing balance
Motor Vehicles	-	25% reducing balance
Website Costs	-	25% reducing balance

- (c) Investments are made as part of a portfolio held with an external investment company. The valuation of the portfolio is remeasured at fair value at the balance sheet date with any profit or loss being recognised in the statement of financial activity.

- (d) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT, which cannot be recovered.

- Costs of generating funds relates to the costs incurred by the charitable company in raising funds for charitable work.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned as disclosed in (e) below.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2025

- (e) Resources expended are recognised in the year in which they are incurred. Certain expenditure is directly attributable to specific activities and has been included in those categories. Support costs which are attributable to more than one activity are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.
- (f) Grants and donations are recognised in full in the statement of financial activities in the year in which they are receivable, where they are received in advance, they are treated as deferred income. All deferred income relates to a period of less than 1 year. Legacies are recognised in full in the year in which they are received.
- (g) Funds held by the charity are defined as:
- *Unrestricted funds*
Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
 - *Restricted Funds*
Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.
- (h) Liabilities are recognised where probable obligation to transfer economic benefits exist and debtors are recognised on at the point that the charity becomes entitled to receive income from service provided.
- (i) Rentals payable under operating leases are charged to the statement of financial activities on a straight-line basis over the lease term.
- (j) The charity operates two pension schemes;
- The charity provides a defined contribution pension scheme for all new employees, the assets of which are held separately from those of the company in an independently administered fund. Contributions to this scheme are charged to the income and expenditure account as they become payable.
 - The charity also provides a defined benefit pension scheme, which is governed and administered by the London Borough of Greenwich. As such contributions to this scheme are charged to the income and expenditure account as they become payable.
- (k) Going concern - there are no material uncertainties about the charity's ability to continue.
- (l) Fixed asset investments are measured at fair value, with changes in fair value recognised through the statement of financial activities.

2. Net outgoing resources

This is stated after charging:	2025	2024
Depreciation	5,162	6,882
Auditors' remuneration	6,720	6,480

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2025

3. Trustees expenses

No remuneration or benefits in kind was paid to any trustee in the year. No direct reimbursements for expenses to trustees were made during the financial year.

4. Pension commitments

The following payments were made to the company pension schemes in the year:

	<i>2025</i>	<i>2024</i>
Defined Benefit Scheme	1,236	1,942
Auto-enrolment Scheme (Defined Contribution)	27,217	12,783

At 31 March 2025, £20,930 (2024: £18,804) was payable to the fund. The defined benefit scheme is a multi-employer scheme, paid to the London Borough of Greenwich. As such the charity is unable to identify its share of the underlying gross assets and liabilities of the scheme in a consistent and reasonable basis. The above figures are based on the current year contributions.

5. Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

6. Staff costs

Staff costs for the year were as follows:	<i>2025</i>	<i>2024</i>
Wages and salaries	488,167	446,311
Redundancy costs	-	11,831
National insurance costs	40,296	34,740
Pension costs	<u>20,796</u>	<u>16,289</u>
	<u>549,259</u>	<u>509,171</u>

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

	<i>2025</i>	<i>2024</i>
Direct staff	<u>22</u>	<u>28</u>

The number of employees whose annual remuneration was more than £60,000 is as follows

	<i>2025</i>	<i>2024</i>
	Number	Number
£60,001 to £70,000	<u>1</u>	<u>-</u>

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2025

7 Voluntary Income

	Unrestricted Funds £	Restricted Funds £	Total 2025 £	Total 2024 £
Donations and gifts	2,624	-	2,624	2,470
Grants received and spot funding	23,250	220,205	243,455	165,408
Total	25,874	220,205	246,079	167,878

Grants Received and Spot Funding

Royal Borough of Greenwich - Connecting Communities	-	50,000	50,000	50,000
Royal Borough of Greenwich - Medical Emergency	-	24,909	24,909	24,909
City Bridge - Greenlights	-	15,000	15,000	-
Weston Garfield - Greenlights	-	44,796	44,796	-
Community Engagement Programme	-	30,000	30,000	30,000
Unity Works	-	35,500	35,500	35,500
The Bailey Thomas Charitable Fund	-	20,000	20,000	-
NHS Greenwich	-	-	-	24,999
Groundwork London	12,500	-	12,500	-
Screwfix direct	5,000	-	5,000	-
The Drappers Company	5,000	-	5,000	-
The Kaye Charitable Trust	750	-	750	-
	23,250	220,205	243,455	165,408

7.2 Activities for Generating Funds

Incoming resources from charitable activities

Service fees	152,874	-	152,874	125,159
Placement fees	266,990	-	266,990	254,058
Gateway Club	3,786	-	3,786	2,109
Other income	12,723	-	12,723	20
Riverwood Sales	2,101	-	2,101	560
Total	438,474	-	438,474	381,905

Total Income

464,348	220,205	684,553	549,783
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Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2025

8 Income by activity	Donations, gifts & legacies	Grants received	Fundraising	Other income	Placement fees	Sales	Service fees	Total
Community Engagement Programme	-	30,000	-	-	-	-	-	30,000
Unity Works	-	35,500	-	-	-	-	-	35,500
Medical Emergency Support	-	24,909	-	-	-	-	-	24,909
Riverwood	-	-	-	12,723	266,990	2,101	-	281,813
Connecting Communities	-	50,000	-	-	-	-	-	50,000
Independent Living Services	-	-	-	-	-	-	152,874	152,874
Greenlights	-	59,796	-	-	-	-	-	59,796
Gateway club	-	-	-	3,786	-	-	-	3,786
Central services	2,624	43,250	-	-	-	-	-	45,874
	2,624	243,455	-	16,509	266,990	2,101	152,874	684,553

9 Allocation of Support Costs

Direct costs	Independent Living	Adult Services	Riverwood	Community Engagement	Medical Emergency	Greenlights	Unity Works	Connecting Communities	Total Projects	Support costs & governance
Bank and Service Charges	-	-	-	-	-	-	-	-	-	165
Cleaning	-	-	828	-	-	-	-	-	828	-
Consultancy	-	-	-	1,000	-	9,800	-	-	10,800	-
Gateway Club	-	-	-	-	-	-	-	-	-	3,870
Groups, Meetings and Socials	-	-	-	3,806	-	120	-	2,978	6,903	-
Insurance and Fees	-	-	9,459	-	-	-	-	-	9,459	-
Life Skills Expenses	-	-	10,879	-	-	10,469	-	-	21,348	-
Office Expenses	1,149	-	4,254	844	-	1,820	239	70	8,377	14,172
Personnel Function	-	-	-	-	-	-	967	-	967	5,640
Postage - General	-	-	-	-	-	-	-	36	36	557
Premises Costs	-	-	17,747	3,354	-	86	-	-	21,187	-
Professional Fees - Audit	-	-	-	-	-	-	-	-	-	6,720
Professional Fees - Members	-	-	-	-	-	-	-	-	-	673
Professional Fees - Payroll	-	-	-	-	-	-	-	-	-	2,557
Publicity Costs	-	-	477	-	-	-	-	-	477	-
Resources & DBS Checks	-	-	1,954	3,368	-	-	-	-	5,322	-
Salaries and Related Costs	179,856	-	231,461	4,514	1,304	45,885	22,257	36,445	521,721	27,538
Telephone	2,385	-	4,528	-	-	71	-	902	7,887	5,875
Training	-	-	270	-	-	-	-	-	270	-
Travel	-	-	2,686	2,120	-	11	-	54	4,872	-
Depreciation	7	-	4,621	-	-	6	-	-	4,634	528
Support costs allocated on the basis of fund size	0%	0%	18%	16%	35%	0%	18%	14%	100%	100%
Management Fee	-	-	12,125	10,994	23,605	-	12,037	9,514	68,275	(68,275)
	183,397	-	301,291	30,000	24,909	68,268	35,500	50,000	693,364	0

Support costs are allocated by time spent by central staff and management.

10 Investments

Listed Investments £

Fair value

At 1 April 2024

655,514

Fair value adjustment

19,150

At 31 March 2025

674,664

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2025

11 Tangible Fixed Assets	Office Equipment	Motor Vehicles	Website Costs	Total
	£	£	£	£
Cost				
At 1 April 2024	31,755	31,454	5,414	68,623
At 31 March 2025	31,755	31,454	5,414	68,623
Depreciation				
At 1 April 2024	30,125	13,159	4,691	47,975
Depreciation charge	407	4,574	181	5,162
At 31 March 2025	30,532	17,733	4,872	53,137
Net book values				
31 March 2025	1,223	13,721	542	15,486
31 March 2024	1,630	18,295	723	20,648
12 Debtors		2025		2024
		£		£
Trade debtors		97,463		66,726
Other debtors		9,706		9,244
		<u>107,169</u>		<u>75,970</u>
13 Creditors		2025		2024
		£		£
Trade creditors		4,264		24,156
Other creditors		36,262		31,892
Accruals and deferred income		5,520		5,520
		<u>46,046</u>		<u>61,567</u>
14 Analysis of net assets between funds				
	Fixed assets	Net current assets		Total
	£	£		£
Restricted funds	385	14,254		14,639
Unrestricted funds	689,765	440,683		1,130,447
	<u>690,150</u>	<u>454,937</u>		<u>1,145,086</u>

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2025

15 Statement of funds

	Balance B/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Gains or Losses £	Balance C/fwd £
Restricted funds						
Royal Borough of Greenwich - Transition Worker	11,306	-	-	-	-	11,306
Royal Borough of Greenwich - Connecting Communities	-	50,000	(50,000)	-	-	-
Royal Borough of Greenwich - Medical Emergency	-	24,909	(24,909)	-	-	-
Community Engagement Programme	-	30,000	(30,000)	-	-	-
Unity Works	-	35,500	(35,500)	-	-	-
City Bridge - Greenlights	-	44,796	(44,796)	-	-	-
Garfield Weston Foundation - Greenlights	-	15,000	(11,667)	-	-	3,333
The Bailey Thomas Charitable Fund	-	20,000	(20,000)	-	-	-
	<u>11,306</u>	<u>220,205</u>	<u>(216,872)</u>	<u>-</u>	<u>-</u>	<u>14,639</u>
Designated funds						
Independent Living Service - Service fees	-	152,874	(163,397)	-	-	(10,523)
Riverwood - Service fees, placement fees and sales	144,259	269,091	(301,291)	-	-	112,059
Investment portfolio	655,514	-	-	-	19,150	674,664
	<u>799,773</u>	<u>421,965</u>	<u>(464,688)</u>	<u>-</u>	<u>19,150</u>	<u>776,201</u>
Unrestricted funds	<u>317,874</u>	<u>48,177</u>	<u>(11,805)</u>	<u>-</u>	<u>-</u>	<u>354,247</u>
Total funds	<u>1,128,953</u>	<u>690,347</u>	<u>(693,364)</u>	<u>-</u>	<u>19,150</u>	<u>1,145,086</u>

16 Restricted Funds

Transition Worker

A Transition Worker supports young people with additional needs as they move from childhood into adulthood, ensuring their journey between children's and adult services is smooth, coordinated, and person-centred. They work closely with the young person, their family, and professionals across education, health, and social care to create a clear plan that reflects the young person's aspirations, strengths, and support needs.

Greenlights

Provides behaviour support and intervention for children with learning disabilities and additional challenging behaviour.

17 Transfers

No fund transfers have been made during the year.

18 Related parties

The following transactions occurred with known related parties during the financial year:

- S Hutton [Trustee] - £1,572 of fees relating to their time spent organising fundraising activities
- T Looker [Management] - £324 donations to Greenwich Mencap
- T Looker [Management] - £92 reimbursement of travel expenses & office expenses

There were no outstanding balances with any known related parties at the year end.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2025

19 Other professional services provided by the auditors

In common with many other charities of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

20 Limited liability

The Trustees of the company guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

21 Restricted reserves in deficit

The deficit on Greenlights has been funded from unrestricted fund held for the same purpose. Overall unrestricted reserves show a surplus of £1,130,446 (2024 – £1,117,647). This is made up of free reserves of £302,855 and designated reserves of £827,591.

22 Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2025	2024
	£	£
Net (expenditure)/income for the reporting period	10,339	(15,338)
Adjustments for:		
Depreciation charges	5,162	6,882
(Gains) on investments	(19,150)	(55,514)
Dividends, interest and rents from investments	5,794	5,104
Loss on the sale of fixed assets	-	7,488
(Increase) in debtors	(31,199)	(1,298)
Increase in creditors	(15,522)	30,576
Net cash provided by (used in) operating activities	<u>(44,576)</u>	<u>(22,100)</u>

23 Analysis of cash and cash equivalents

	2025	2024
	£	£
Cash in hand	<u>393,813</u>	<u>438,388</u>
Total cash and cash equivalents	<u>393,813</u>	<u>438,388</u>

Greenwich Mencap
Notes to the financial statements
Year ended 31 March 2025

24 Operating lease commitments

At 31 March 2025 the charity had outstanding commitments for future lease payments under non-cancellable operating leases

	2025	2024
	£	£
Operating leases which expire:		
Within one year	9,691	-
Between two and five years	<u>12,402</u>	<u>-</u>
	<u>22,093</u>	<u>-</u>

GREENWICH MENCAP

England & Wales - Charity number 802103

Accounts

Charity Number: 802103
Company Number: 02408836 (England & Wales)

Greenwich Mencap
(A company limited by guarantee)
Annual Report and Audited Accounts
For the year ended 31 March 2024

Greenwich Mencap

Charity Information

For the year ended 31 March 2024

Management Committee	A Pearlgood - Chair J Lawson A Lainson – resigned 25 November 2023 J Sellars L Smyth – appointed 25 November 2023 T Smyth – appointed 25 November 2023 S Pearce – resigned 25 November 2023 N Bender – resigned 25 November 2023
Director of Service	T Looker
Registered Office	Greenwich Mencap Woolwich Common Enterprise Centre Peace Street London SE18 4HX
Auditors	Simpson Wreford LLP Wellesley House Duke of Wellington Avenue Royal Arsenal London SE18 6SS
Bankers	CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ
Company Number	02408836 (England & Wales)
Charity Number	802103

Greenwich Mencap
Annual Report and Accounts
For the year ended 31 March 2024

Contents

1-8.	Trustees' report
9-11.	Independent auditors' report
	Accounts comprising;
12.	Statement of financial activities
13.	Balance sheet
14.	Statement of cash flows
15-23.	Notes to the accounts

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2024

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2024 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

Constitution

The company is a charitable company (charity number 802103) limited by guarantee (company number 02408836 (England & Wales)) and was set up with a Memorandum and Articles of Association which are its constitution on 28 July 1989. At the 2010 AGM the membership agreed a complete revision of the memorandum of association, which were approved on 7 December 2010 and filed on 13 January 2011. The revised memorandum of association included a revision to the charities objectives as detailed in the objectives and activities section of this trustees' report.

The registered office which is the principle office and the Management Committee are disclosed on the charity information page.

Compliance

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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 (FRS102) (effective 1 January 2015).

Structure, Governance and Management

Governance

As stated above, Greenwich Mencap is governed by a Memorandum and Articles of Association. The Articles state that the maximum number of members on the Board of Trustees shall not exceed 12.

The Board of Trustees, who may exercise all the powers of the Charity, has a strategic overview of the business of the organisation. Ordinary Board of Trustees' meetings facilitate discussion and decision-making regarding the strategic direction of the organisation and ratify Policies drafted by WorkNest HR Consultants that are updated regularly, though not necessarily annually.

The Board of Trustees have Ordinary Meetings at least each quarter with the CEO and Finance Manager to provide opportunities for Trustees to consider issues in greater detail. These meetings are being held on zoom since March 2020 due to the Coronavirus.

The Director of Services also meets regularly for informal discussions with the Chair of Trustees and Treasurer.

Terri Looker was appointed as Director Services on 1st July 2017.

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2024

Elections and Appointments

New members to the Board of Trustees are recruited via articles in the Greenwich Mencap newsletter, internet, HR recruitment sites and personal recommendation.

Potential candidates meet informally with the Chair of Trustees and the Director of Services and will complete a Skills Audit template before being presented as a suitable candidate to the Board and having had an interview with The Chair of Trustees & the Director of Services. Trustee inductions include completion of an induction form identifying key policies and signing to confirm receipt of documents, shadowing with staff (if required), site visits, mentoring from established Trustees and formal online instruction and attending structured training on Governance. Trustees are required to complete formal and in-house training.

Trustees are appointed at an Annual General Meeting (AGM) and shall take office from the end of that meeting. Existing members of the Board shall retire from office at the end of each AGM unless re-elected or re-appointed. Subject to article 42, no person shall be appointed or re-appointed as a Trustee at any General Meeting unless he or she has been nominated by one or more members by written nomination, delivered to the Company Secretary at least seven days before the date appointed for the meeting, together with notice executed by the nominee of his or her willingness to be appointed or reappointed. Provided that if no nominations for a particular vacancy are made in that period, nominations for the vacancy shall be accepted at the meeting.

Responsibilities of the Trustees

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations and in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Under new GDPR regulations, the ultimate responsibility for data protection compliance lies with the trustees.

Company law requires the charity trustees to prepare financial statements for each 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 income and expenditure of the charity for that period.

In preparing the financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the CharitiesSORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 the charity will continue in business.

The trustees are responsible for keeping proper 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

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2024

with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence 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.

So far as each Trustee is aware, there is no relevant information (information needed by the charity's independent examiners in connection with preparing their report) of which the charity's examiners are unaware; and each director has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the charity's examiners are aware of that information and to establish that the charity's examiners are aware of that information.

Charities Structure and Management

The Board's support of the Director of Services as the strategic leader of Greenwich Mencap is reflected in the development of Greenwich Mencap's Plan and further professionalisation of the permanent contracted staff through structured training courses.

In 2023/24, the Senior Management team (SLT) consisted of the Director of Services (Terri Looker), Independent Support Manager (Sally Ettridge), Greenlights Manager (Claire Hardy), Finance Manager (James Thorpe), Project Lead (Marie Masher), and Arts and Craft Lead (Samual Kenny).

Affiliations

Greenwich Mencap is affiliated to Royal Mencap Society as a Mencap Partner and is guided by their standards in relation to policies, procedures and conduct. Whilst Greenwich Mencap receives some support in kind from them, it does not receive any direct funding.

Greenwich Mencap has a good relationship with Royal Mencap Society as well as many other charities in the borough that have similar objectives. It prides itself on having the communication skills and flexibility to produce the best outcomes for our members and service users.

Financial Review and Reserves

The trading results for the year and the charity's financial position at the end of the year are shown in the attached financial statements. The net deficit for the year is £10,232.

The trustees have set a minimum level of six months of operating costs for the organisations desired level of reserves. Currently the minimum of one month's expenditure will be £43,500. Total free unrestricted reserves totalled £317,874, excluding Riverwood (£144,259), and a legacy received currently held as investments (£655,514), both of which have their own designated funds. Of these unrestricted funds, £20,648 is held as fixed assets, leaving £297,226 as accessible free reserves.

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2024

While there are no formal restrictions on the legacy the Letter of Wishes with it stated that it was for the long-term sustainability of the charity, as such the Trustees have chosen to treat it as an endowment and have designated these funds. Any income generated will be used for the future sustainability of the charity.

Performance

Each project has aims and objectives for the year and the outcomes are recorded in the form of monitoring figures, budget tracking and service user feedback. Each service produces regular monitoring to the Management, Trustees and funding organisations. The finance Manager matches up Profit & Loss figures with the SMT to ensure performance to budget targets. These are then presented to the Director of Services and trustees for further scrutiny.

Trustees

The trustees, who are also directors of the company, who served during the year, were;

Anthony Pearlgood (Chair)
Sarah Pearce (Vice Chair)
Jonathan Sellars (Treasurer)
Jane Lawson
Anthony Lainson – resigned 25 November 2023
Nicole Bender – resigned 25 November 2023
Sarah Pearce – resigned 25 November 2023
Laura Smyth – appointed 25 November 2023
Timothy Smyth – appointed 25 November 2023

As Chair, I would like to express my sincere appreciation to the both the current Trustees and our former colleagues for their valuable contributions to the work of Greenwich Mencap over the past year.

Risk Management

The Trustee Board has identified the major risks to which the charity may be exposed and has implemented systems and procedures to mitigate risks. There are sound internal controls in force to safeguard the charity's assets.

Risks have been categorised and areas of risks identified as Low, Medium and High. A Risk Assessment folder contains Risks that safeguard our staff, volunteers and service users. Risk Assessments are routinely carried out and reviewed by Department Managers (SMT) within the organisation.

Principal Risk

- RBG funding
- Greenlights funding
- LLW annual increases

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2024

HR Review

Greenwich Mencap has reviewed its HR procedures and has instructed Ellis Whittam consultants and is confident that their procedures are sound and robust.

Stakeholders

In addition to the Royal Mencap Society, Greenwich Mencap has a good relationship with many other charities in the Royal Borough of Greenwich that have similar objectives, and with our other stakeholders. It prides itself on having the communication skills and flexibility to produce the best outcomes for our members and service users.

Approved by the Board of Trustees on 6 December 2024 and signed on its behalf by:

Anthony Pearlgood
Chair of Trustees

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2024

Chairman's Report

I would like to open this report by reminding everyone of what Greenwich Mencap continues to stand for:

Our Vision

- A society which values people with a learning disability.

Our Mission

- To listen to the aims, hopes and aspirations of people with a learning disability and their families and carers.
- To enable and empower all children and adults with a learning disability and their families and carers to achieve their full potential.
- To encourage and promote public awareness of the positive contribution and potential of people with a learning disability.
- To enlist the support of the general public through publicity and fundraising.
- To campaign for and represent the interests and needs of people with a learning disability, and their families and carers, to the statutory authorities and other relevant agencies.
- To provide quality social and leisure activities, and opportunities for self advocacy.
- To promote training and work experience, leading to employment opportunities for people with a learning disability.
- To promote the provision of quality residential and respite care with the support of the local community, the statutory authorities and other organisations.
- To recruit, train and support users, carers and volunteers to achieve these aims.
- To run Greenwich Mencap using sound management principles, systems and tools.

Our Objectives

Our Governing Document states that Greenwich Mencap's aims and objectives are:

- a. To promote, campaign for and support the needs and rights of children, young people and adults with a learning disability and their families, and to deliver services to this effect;
- b. To support the inclusion agenda and recognise their rights under the Children & Families Act and the Care Act to choose what is right for them.

In the course of doing so we may also promote, campaign for and support the needs and rights of children, young people and adults with a learning disability and their respective families, and to deliver services to this effect. Greenwich Mencap values diversity in principle and practice, and works within an equal opportunities framework as it relates to children, young people and adults with learning disabilities and their families, employees, partnership services and society in general.

- c. To develop and deliver high quality, person/family- centred, specialist and inclusive age appropriate

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2024

services for children, young people and adults with learning disabilities and their families. The primary area of benefit will be the London Borough of Greenwich, but includes those who are placed in residential care situations by the Royal Borough of Greenwich outside its geographical area. However, in ensuring the ongoing viability of the company, Greenwich Mencap may develop provisions outside of this region.

Achievements in 2023/24

Though it has been a very challenging time due to the rise in the cost of living and the annual increase to the London Living Wage (unusually high) we continued to make efficiencies and financial savings whilst continuing to provide high quality services that meet the needs of our members and service users.

We were awarded £25,000 from Royal Borough of Greenwich (RBG) for Greenlights project. RBG also awarded a £2.60 increase per Riverwood placement.

Donations

We are grateful for all of our donations, but a special thank you is due to:

NAME	TOTAL
Allen Mrs Denise	10.00
Atkins Ms J	20.00
Badger Mrs R	70.00
Foyle J & C	50.00
King Mrs M	12.00
Laukkanen L	20.00
Lloyd Mr & Mrs	20.00
M Thompson	15.00
MacRobert Miss C M	10.00
MacRobert Miss E	250.00
Morris Mr Martin	100.00
Nicholls Mrs Margaret	60.00
Prentice Mrs Susan	60.00
Trent Mrs C	12.00
Vagg Ms C	120.00
Warner Mr G & Mrs R	212.50
West A & D	15.00
TOTAL	1,056.50

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2024

Key Objective

The key objective for the next accounting year will be to ensure that Greenwich Mencap's income exceeds expenditure through cost savings and increasing income whilst continuing to meet the needs of our Members and Service Users. We aim to do this by introducing an incentive-based membership, new services to reach a wider audience increasing client numbers and plan more fundraising events

Staff & Volunteers

The positive contribution from all of our staff and volunteers is critical to the success of Greenwich Mencap. My fellow-Trustees and I wish to place on record their sincere appreciation of the efforts of all staff over the past year, despite the continuing uncertainties of funding, etc and the changes which have come about within Greenwich Mencap.

I would particularly like to thank Jane for her nine years of dedication both as trustee, chair and vice chair. Her support and commitment has been outstanding and we thank her.

It is with deep sadness but also with profound gratitude that we remember both Elsie Hughes and Michael Macky. Though they are no longer with us, their legacy lives on in the countless lives they touched with kindness, wisdom, and warmth. They both worked tirelessly to improve the lives of individuals with a learning disability and for that we thank and remember them.

Approved by the Board of Trustees on 6 December 2024 and signed on its behalf by:

Anthony Pearlgood
Chair of Trustees

Independent Auditors' Report to the members of Greenwich Mencap

For the year ended 31 March 2024

Opinion

We have audited the financial statements of Greenwich Mencap (the 'Charity') for the year ended 31 March 2024 which comprise the Statement of Financial Activities, Balance Sheet, Cash Flow Statement and the related 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 Charity'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;
- 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the 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.

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

Independent Auditors' Report to the members of Greenwich Mencap

For the year ended 31 March 2024

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 Trustees' Annual 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;
- the financial statements are not in agreement with the accounting records and returns;
- we have not obtained all the information and explanations necessary for the purposes of our audit;
- 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 in preparing the directors' report and take advantage of the small companies' exemption from the requirement to prepare a strategic report.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out on pages 2-3, the trustees 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 they 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 Charity 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.

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.

Extent to which the audit was considered capable of detecting irregularities, including fraud

- 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 computer software and support 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, data protection and charities commission regulation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

Independent Auditors' Report to the members of Greenwich Mencap

For the year ended 31 March 2024

Audit response to risks identified

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 susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

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 1 were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk 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 and;
- enquiring of management as to actual and potential litigation and claims.
- Review of meeting minutes
- Enquiring as to any correspondence with Charities Commission

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from 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.

Use of our report

This report is made solely to the Charity'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 Charity'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 Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Kate Taylor FCA (Senior Statutory Auditor)
for and on behalf of Simpson Wreford LLP, Statutory Auditor
Wellesley House
Duke of Wellington Avenue
Royal Arsenal
London SE18 6SS

Dated: 9 December 2024

Greenwich Mencap

Statement of Financial Activities (Incorporating Income and Expenditure account)

For the year ended 31 March 2024

INCOME FROM:	Notes	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Donations and legacies	7	27,469	140,409	167,878	117,037
Other trading activities	7	-	-	-	-
Charitable activities	7	381,905	-	381,905	399,480
Investment income		5,104	-	5,104	5,551
TOTAL		414,478	140,409	554,887	522,068
EXPENDITURE ON:					
Raising funds		-	-	-	-
Charitable activities		444,109	176,524	620,632	557,047
TOTAL	9	444,109	176,524	620,632	557,047
Net gains on investments		55,514	-	55,514	-
NET INCOME/(EXPENDITURE)		25,883	(36,115)	(10,232)	(34,979)
Transfers between funds		(11,576)	11,576	-	-
NET MOVEMENT IN FUNDS		14,307	(24,539)	(10,232)	(34,979)
RECONCILIATION OF FUNDS					
Balance at 1 April 2023		1,103,340	35,845	1,139,185	1,174,164
Balance at 31 March 2024		1,117,647	11,306	1,128,953	1,139,185

The Statement of Financial Activities includes all gains and losses in the year. All income and expenditure derive from continuing activities.

The notes on pages 15 to 23 form part of these financial statements.

Greenwich Mencap

Balance Sheet at 31 March 2024

	Notes	2024		2023	
		£	£	£	£
FIXED ASSETS					
Investments	10		655,514		600,000
Tangible fixed assets	11		<u>20,648</u>		<u>11,524</u>
			676,162		611,524
CURRENT ASSETS					
Debtors	12	75,970		74,672	
Cash at bank and in hand		<u>438,388</u>		<u>483,981</u>	
		514,358		558,653	
CREDITORS					
Amounts falling due within one year	13	<u>(61,567)</u>		<u>(30,992)</u>	
NET CURRENT ASSETS			<u>452,791</u>		<u>527,661</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>1,128,953</u>		<u>1,139,185</u>
FUNDS OF THE CHARITY					
Restricted funds	15		11,306		35,845
Unrestricted funds	15		<u>1,117,647</u>		<u>1,103,340</u>
TOTAL CHARITY FUNDS			<u>1,128,953</u>		<u>1,139,185</u>

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102).

The financial statements on pages 12 to 23 were approved by the Trustees on 6 December 2024 and signed on their behalf by

A Pearlgood
Company Number: 02408836 (England & Wales)

Greenwich Mencap

Statement of Cash Flows

For the year ended 31 March 2024

	Notes	2024 Funds £	2023 Funds £
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	22	<u>(22,100)</u>	<u>(58,607)</u>
Cash flows from investing activities:			
Proceeds from sale of property plant and equipment		500	-
Purchase of property plant and equipment		(23,994)	-
Purchase of fixed asset investments		-	(600,000)
Net cash provided by (used in) investing activities		<u>(23,494)</u>	<u>(600,000)</u>
Change in cash and cash equivalents in the reporting period		(45,594)	(658,607)
Cash and cash equivalents at the beginning of the reporting period	23	483,981	1,142,588
Change in cash and cash equivalents due to exchange rate movements		-	-
Cash and cash equivalents at the end of the reporting period	23	<u>438,388</u>	<u>483,981</u>

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2024

1. Accounting Policies

- (a) Company information – Greenwich Mencap is a company limited by guarantee, incorporated in England and Wales and registered as a charity with the Charities Commission. The registered office is Unit 7 Woolwich Common Enterprise Centre, Peace Street, London, SE18 4HX.

Basis of preparation - 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 UK and Republic of Ireland (FRS102) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

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

The effects of events relating to the year ended 31 March 2024 which occurred before the date of approval of the financial statements by the Trustees has been included in the financial statements to the extent required to show a true and fair view of the state of affairs at 31 March 2024 and the results for the year ended on that date.

Greenwich Mencap meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

- (b) Fixed assets are only capitalised where their value exceeds £250. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Equipment	-	25% reducing balance
Motor Vehicles	-	25% reducing balance
Website Costs	-	25% reducing balance

- (c) Investments are made as part of a portfolio held with an external investment company. The valuation of the portfolio is remeasured at fair value at the balance sheet date with any profit or loss being recognised in the statement of financial activity.

- (d) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT, which cannot be recovered.

- Costs of generating funds relates to the costs incurred by the charitable company in raising funds for charitable work.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned as disclosed in (e) below.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2024

- (e) Resources expended are recognised in the year in which they are incurred. Certain expenditure is directly attributable to specific activities and has been included in those categories. Support costs which are attributable to more than one activity are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.
- (f) Grants and donations are recognised in full in the statement of financial activities in the year in which they are receivable, where they are received in advance, they are treated as deferred income. All deferred income relates to a period of less than 1 year. Legacies are recognised in full in the year in which they are received.
- (g) Funds held by the charity are defined as:
- *Unrestricted funds*
Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
 - *Restricted Funds*
Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.
- (h) Liabilities are recognised where probable obligation to transfer economic benefits exist and debtors are recognised on at the point that the charity becomes entitled to receive income from service provided.
- (i) Rentals payable under operating leases are charged to the statement of financial activities on a straight-line basis over the lease term.
- (j) The charity operates two pension schemes;
- The charity provides a defined contribution pension scheme for all new employees, the assets of which are held separately from those of the company in an independently administered fund. Contributions to this scheme are charged to the income and expenditure account as they become payable.
 - The charity also provides a defined benefit pension scheme, which is governed and administered by the London Borough of Greenwich. As such contributions to this scheme are charged to the income and expenditure account as they become payable.
- (k) Going concern - there are no material uncertainties about the charity's ability to continue.
- (l) Fixed asset investments are measured at fair value, with changes in fair value recognised through the statement of financial activities.

2. Net outgoing resources

This is stated after charging:	2024	2023
Depreciation	6,882	3,841
Auditors' remuneration	6,480	5,880

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2024

3. Trustees expenses

No remuneration or benefits in kind was paid to any trustee in the year. No direct reimbursements for expenses to trustees were made during the financial year.

4. Pension commitments

The following payments were made to the company pension schemes in the year:

	<i>2024</i>	<i>2023</i>
Defined Benefit Scheme	1,942	1,007
Auto-enrolment Scheme (Defined Contribution)	12,783	15,451

At 31 March 2024 £18,804 (2023 £9,402) was payable to the fund. The defined benefit scheme is a multi-employer scheme, paid to the London Borough of Greenwich. As such the charity is unable to identify its share of the underlying gross assets and liabilities of the scheme in a consistent and reasonable basis. The above figures are based on the current year contributions.

5. Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

6. Staff costs

Staff costs for the year were as follows:	<i>2024</i>	<i>2023</i>
Wages and salaries	446,311	403,833
Redundancy costs	11,831	-
National insurance costs	34,740	29,163
Pension costs	<u>16,289</u>	<u>21,790</u>
	<u>509,171</u>	<u>454,786</u>

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

	<i>2024</i>	<i>2023</i>
Direct staff	<u>28</u>	<u>26</u>

No employee was paid a salary greater than £60,000.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2024

7 Voluntary Income

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Donations and gifts	2,470	-	2,470	14,217
Legacies	-	-	-	3,347
Grants received and spot funding	24,999	140,409	165,408	99,473
Total	27,469	140,409	167,878	117,037

Grants Received and Spot Funding

Royal Borough of Greenwich	-	-	-	18,000
Royal Borough of Greenwich - Connecting Communit	-	50,000	50,000	-
Royal Borough of Greenwich - Medical Emergency	-	24,909	24,909	-
Metro Centre - Lets Sort It Out *	-	-	-	40,500
Big Lottery Fund - Greenlights	-	-	-	40,973
Community Engagement Programme	-	30,000	30,000	-
Unity Works	-	35,500	35,500	-
NHS Greenwich	24,999	-	24,999	-
Total	24,999	140,409	165,408	99,473

7.2 Activities for Generating Funds

Incoming resources from charitable activities

Service fees	125,159	-	125,159	133,725
Placement fees	254,058	-	254,058	253,287
Gateway Club	2,109	-	2,109	1,187
Other income	20	-	20	4,636
Riverwood Sales	560	-	560	6,645
Total	381,905	-	381,905	399,480
Total Income	409,374	140,409	549,783	516,517

*In partnership with Royal Borough of Greenwich

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2024

8 Income by activity	Donations, gifts & legacies	Grants received	Fundraising	Other income	Placement fees	Sales	Service fees	Total
Community Engagement Programme	-	30,000	-	-	-	-	-	30,000
Unity Works	-	35,500	-	-	-	-	-	35,500
Medical Emergency Support	-	24,909	-	-	-	-	-	24,909
Riverwood	145	-	-	-	254,058	560	-	254,763
Connecting Communities	-	50,000	-	-	-	-	-	50,000
Independent Living Services	-	-	-	-	-	-	125,159	125,159
Gateway club	-	-	-	2,109	-	-	-	2,109
Central services	2,325	24,999	-	20	-	-	-	27,344
	2,470	165,408	-	2,129	254,058	560	125,159	549,783

9 Allocation of Support Costs

Direct costs	Independent Living	Adult Services	Riverwood	Community Engagement	Medical Emergency	Greenlights	Unity Works	Connecting Communities	Total Projects	Support costs & governance
Bank and Service Charges	-	-	-	-	-	-	-	-	-	163
Cleaning	-	-	977	-	-	-	-	-	977	-
Consultancy	168	-	-	-	-	5,600	-	-	5,768	-
Gateway Club	-	-	-	-	-	-	-	-	-	3,811
Groups, Meetings and Socials	-	-	2	3,557	-	488	3,000	3,028	10,075	-
Insurance and Fees	-	-	-	-	-	-	-	-	-	5,644
Office Expenses	90	-	2,173	-	909	-	-	-	3,172	11,535
Personnel Function	-	-	-	-	-	-	-	-	-	5,381
Postage - General	-	-	-	-	-	-	-	39	39	784
Premises Costs	-	-	17,607	3,549	-	48	-	-	21,204	-
Professional Fees - Audit	-	-	-	-	-	-	-	-	-	6,480
Professional Fees - Membershi	-	-	-	-	-	-	-	-	-	759
Professional Fees - Payroll	-	-	-	-	-	-	-	-	-	2,793
Professional Fees - Payroll	-	-	-	-	-	-	-	-	-	420
Publicity Costs	-	-	767	-	-	-	-	-	767	-
Resources & DBS Checks	209	-	1,621	1,961	-	-	-	-	3,791	-
Salaries and Related Costs	120,094	-	259,228	20,933	22,464	29,956	20,023	33,372	506,071	3,100
Telephone	2,017	-	-	-	-	-	-	970	2,987	6,350
Training	-	-	1,170	-	-	-	-	-	1,170	1,494
Travel	-	-	1,421	-	-	15	-	91	1,527	-
Depreciation	10	-	6,162	-	-	7	-	-	6,179	703
Loss on disposal	-	-	7,488	-	-	-	-	-	7,488	-
Support costs allocated on the basis of fund size	0%	0%	48%	0%	3%	0%	0%	25%	100%	100%
Management Fee	-	-	22,905	-	1,536	-	12,477	12,500	49,418	(49,418)
	122,588	-	321,521	30,000	24,909	36,115	35,500	50,000	620,633	-

Support costs are allocated by time spent by central staff and management.

10 Investments

Fair value

At 1 April 2023

Disposals

Revaluations

Fair value adjustment

At 31 March 2024

Investments

£

600,000

-

-

55,514

655,514

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2024

11 Tangible Fixed Assets	Office Equipment	Motor Vehicles	Website Costs	Total
	£	£	£	£
Cost				
At 1 April 2023	31,755	21,660	5,414	58,829
Additions	-	23,994	-	23,994
Disposals	-	(14,200)	-	(14,200)
At 31 March 2024	<u>31,755</u>	<u>31,454</u>	<u>5,414</u>	<u>68,623</u>
Depreciation				
At 1 April 2023	29,582	13,273	4,450	47,305
Depreciation charge	543	6,098	241	6,882
Disposal adjustment	-	(6,213)	-	(6,213)
At 31 March 2024	<u>30,125</u>	<u>13,159</u>	<u>4,691</u>	<u>47,975</u>
Net book values				
31 March 2024	<u>1,630</u>	<u>18,295</u>	<u>723</u>	<u>20,648</u>
31 March 2023	<u>2,173</u>	<u>8,387</u>	<u>964</u>	<u>11,524</u>

12 Debtors	2024	2023
	£	£
Trade debtors	66,726	63,258
Other debtors	9,244	11,414
	<u>75,970</u>	<u>74,672</u>

13 Creditors	2024	2023
	£	£
Trade creditors	24,156	1,807
Other creditors	31,892	23,665
Accruals and deferred income	5,520	5,520
	<u>61,567</u>	<u>30,992</u>

14 Analysis of net assets between funds

	Fixed assets	Net Current assets	Total
	£	£	£
Restricted funds	513	35,332	35,845
Unrestricted funds	675,647	417,461	1,093,108
	<u>676,161</u>	<u>452,792</u>	<u>1,128,953</u>

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2024

15 Statement of funds

	Balance B/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Gains or Losses £	Balance C/fwd £
Restricted funds						
Royal Borough of Greenwich - Childrens services	24,539	-	-	(24,539)	-	-
Royal Borough of Greenwich - Transition Worker	11,306	-	-	-	-	11,306
Royal Borough of Greenwich - Connecting Communities	-	50,000	(50,000)	-	-	-
Royal Borough of Greenwich - Medical Emergency	-	24,909	(24,909)	-	-	-
Community Engagement Programme	-	30,000	(30,000)	-	-	-
Unity Works	-	35,500	(35,500)	-	-	-
Big Lottery Fund - Greenlights	-	-	(36,115)	36,115	-	-
	<u>35,845</u>	<u>140,409</u>	<u>(176,524)</u>	<u>11,576</u>	<u>-</u>	<u>11,306</u>
Designated funds						
Independent Living Service - Service fees	-	125,159	(122,588)	(2,571)	-	-
Riverwood - Service fees, placement fees and sales	211,162	254,618	(321,521)	-	-	144,259
Oxleas - Workforce Development	-	-	-	-	-	-
Investment portfolio	-	-	-	600,000	55,514	655,514
	<u>211,162</u>	<u>379,777</u>	<u>- 444,109</u>	<u>597,429</u>	<u>55,514</u>	<u>799,773</u>
Unrestricted funds						
	<u>892,178</u>	<u>34,701</u>	<u>-</u>	<u>(609,005)</u>	<u>-</u>	<u>317,874</u>
Total funds	<u>1,139,185</u>	<u>554,887</u>	<u>(620,633)</u>	<u>-</u>	<u>55,514</u>	<u>1,128,953</u>

16 Restricted Funds

Let's sort it out and adult activities

Support service for adults with a learning disability offering advice on a range of issues including benefits, health support, statutory agencies, advocacy and support at meetings.

Greenlights

Provides behaviour support and intervention for children with learning disabilities and additional challenging behaviour.

17 Transfers

Funds have been transferred from the RBG Children's Services fund to the deficit (£36,115) on Greenlights. The RBG fund was for the provision of children services, which is the same principle of Greenlights. The remaining deficit on Big Lottery Fund – Greenlights has been supplemented by a transfer from unrestricted funds.

An additional designated fund has been opened, with a transfer from unrestricted funds of £600,000. This fund is the funds generated from the investment portfolio opened using the funds received from the legacy income in 2022.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2024

18 Related parties

The following transactions occurred with known related parties during the financial year:

- A Pearlgood [Trustee] - £142 reimbursement of payment of a gift for T Looker's 20 year anniversary of working at Greenwich Mencap
- T Looker [Management] - £150 donation to Greenwich Mencap
- T Looker [Management] - £140 reimbursement of travel expenses & office expenses

There were no outstanding balances with any known related parties at the year end.

19 Other professional services provided by the auditors

In common with many other charities of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

20 Limited liability

The Trustees of the company guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

21 Restricted reserves in deficit

The deficit on Greenlights has been funded from general reserves & old restricted reserves held for the same purpose. Overall unrestricted reserves show a surplus of £1,117,647 (2023 – £1,103,340). This is made up of free reserves of £317,874 and designated reserves of £799,773.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2024

22 Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2024	2023
	£	£
Net (expenditure)/income for the reporting period	(15,338)	(40,530)
Adjustments for:		
Depreciation charges	6,882	3,841
(Gains) on investments	(55,514)	-
Dividends, interest and rents from investments	5,104	5,551
Loss on the sale of fixed assets	7,488	-
(Increase) in debtors	(1,298)	(28,450)
Increase in creditors	30,576	981
Net cash provided by (used in) operating activities	<u>(22,100)</u>	<u>(58,607)</u>

23 Analysis of cash and cash equivalents

	2024	2023
	£	£
Cash in hand	<u>438,388</u>	<u>483,981</u>
Total cash and cash equivalents	<u>438,388</u>	<u>483,981</u>

GREENWICH MENCAP

England & Wales - Charity number 802103

Accounts

Charity Number: 802103
Company Number: 02408836 (England & Wales)

Greenwich Mencap
(A company limited by guarantee)
Annual Report and Audited Accounts
For the year ended 31 March 2023

Greenwich Mencap

Charity Information

For the year ended 31 March 2023

Management Committee	A Pearlgood - Chair J Lawson G Earle-Hutton – resigned on 12 November 2022 A Lainson J Sellars M Pearlgood - resigned on 12 November 2022 S Pearce N Bender
Director of Service	T Looker
Registered Office	Greenwich Mencap Woolwich Common Enterprise Centre Peace Street London SE18 4HX
Auditors	Simpson Wreford LLP Wellesley House Duke of Wellington Avenue Royal Arsenal London SE18 6SS
Bankers	CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ
Company Number	02408836 (England & Wales)
Charity Number	802103

Greenwich Mencap
Annual Report and Accounts
For the year ended 31 March 2023

Contents

1-8.	Trustees' report
9-11.	Independent auditors' report
	Accounts comprising;
12.	Statement of financial activities
13.	Balance sheet
14.	Statement of cash flows
15-22.	Notes to the accounts

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2023

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2023 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

Constitution

The company is a charitable company (charity number 802103) limited by guarantee (company number 02408836 (England & Wales)) and was set up with a Memorandum and Articles of Association which are its constitution on 28 July 1989. At the 2010 AGM the membership agreed a complete revision of the memorandum of association, which were approved on 7 December 2010 and filed on 13 January 2011. The revised memorandum of association included a revision to the charities objectives as detailed in the objectives and activities section of this trustees' report.

The registered office which is the principle office and the Management Committee are disclosed on the information page.

Compliance

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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 (FRS102) (effective 1 January 2015).

Structure, Governance and Management

Governance

As stated above, Greenwich Mencap is governed by a Memorandum and Articles of Association. The Articles state that the maximum number of members on the Board of Trustees shall not exceed 12.

The Board of Trustees, who may exercise all the powers of the Charity, has a strategic overview of the business of the organisation. Ordinary Board of Trustees' meetings facilitate discussion and decision-making regarding the strategic direction of the organisation and ratify Policies drafted by Ellis Whittam HR consultants that are updated regularly, though not necessarily annually.

The Board of Trustees have Ordinary Meetings at least each quarter with the Director of Services and Finance Manager to provide opportunities for Trustees to consider issues in greater detail. These meetings are being held on zoom since March 2020 due to the Coronavirus.

The Director of Services also meets regularly for informal discussions with the Chair of Trustees and Treasurer.

Terri Looker was appointed as Director Services on 1st July 2017.

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2023

Elections and Appointments

New members to the Board of Trustees are recruited via articles in the Greenwich Mencap newsletter, internet, HR recruitment sites and personal recommendation.

Potential candidates meet informally with the Chair of Trustees and the Director of Services and will complete a Skills Audit template before being presented as a suitable candidate to the Board and having had an interview with The Chair of Trustees & the Director of Services. Trustee inductions include completion of an induction form identifying key policies and signing to confirm receipt of documents, shadowing with staff (if required), site visits, mentoring from established Trustees and formal online instruction and attending structured training on Governance. Trustees are required to complete formal and in-house training.

Trustees are appointed at an Annual General Meeting (AGM) and shall take office from the end of that meeting. Existing members of the Board shall retire from office at the end of each AGM unless re-elected or re-appointed. Subject to article 42, no person shall be appointed or re-appointed as a Trustee at any General Meeting unless he or she has been nominated by one or more members by written nomination, delivered to the Company Secretary at least seven days before the date appointed for the meeting, together with notice executed by the nominee of his or her willingness to be appointed or reappointed. Provided that if no nominations for a particular vacancy are made in that period, nominations for the vacancy shall be accepted at the meeting.

Responsibilities of the Trustees

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations and in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Under new GDPR regulations, the ultimate responsibility for data protection compliance lies with the trustees.

Company law requires the charity trustees to prepare financial statements for each 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 income and expenditure of the charity for that period.

In preparing the financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the CharitiesSORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 the charity will continue in business.

The trustees are responsible for keeping proper 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

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2023

with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence 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.

So far as each Trustee is aware, there is no relevant information (information needed by the charity's independent examiners in connection with preparing their report) of which the charity's examiners are unaware; and each director has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the charity's examiners are aware of that information and to establish that the charity's examiners are aware of that information.

Charities Structure and Management

The Board's support of the Director of Services as the strategic leader of Greenwich Mencap is reflected in the development of Greenwich Mencap's Plan and further professionalisation of the permanent contracted staff through structured training courses.

In 2022/23, the Senior Management team (SMT) consisted of the Director of Services (Terri Looker) Independent Support Manager (Sally Ettridge) Greenlights Manager (Claire Hardy) and Finance Manager (James Thorpe).

Affiliations

Greenwich Mencap is affiliated to Royal Mencap Society as a Mencap Partner and is guided by their standards in relation to policies, procedures and conduct. Whilst Greenwich Mencap receives some support in kind from them, it does not receive any direct funding.

Greenwich Mencap has a good relationship with Royal Mencap Society as well as many other charities in the borough that have similar objectives. It prides itself on having the communication skills and flexibility to produce the best outcomes for our members and service users.

Reserves Policy

The reserves policy states that Greenwich Mencap must hold one month's expenditure in reserves. (We currently hold 6 months'). Total free unrestricted reserves totalled £892,177 excluding Riverwood, which has its own designated fund. Of these funds, £611,523 is held as investments or fixed assets, leaving £280,654 as accessible free reserves. Currently the minimum of one month's expenditure will be £43,500.

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2023

Performance

Each project has aims and objectives for the year and the outcomes are recorded in the form of monitoring figures, budget tracking and service user feedback. Each service produces regular monitoring to the Management, Trustees and funding organisations. The finance Manager matches up Profit & Loss figures with the SMT to ensure performance to budget targets. These are then presented to the Director of Services and trustees for further scrutiny.

Trustees

The trustees, who are also directors of the company, who served during the year, were;

Anthony Pearlgood (Chair)
Sarah Pearce (Vice Chair)
Jonathan Sellars (Treasurer)
Jane Lawson
Georgina Earle-Hutton – resigned on 12 November 2022
Morris Pearlgood – resigned on 12 November 2022
Anthony Lainson
Nicole Bender

As Chair, I would like to express my sincere appreciation to the both the current Trustees and our former colleagues for their valuable contributions to the work of Greenwich Mencap over the past year.

Risk Management

The Trustee Board has identified the major risks to which the charity may be exposed and has implemented systems and procedures to mitigate risks. There are sound internal controls in force to safeguard the charity's assets.

Risks have been categorised and areas of risks identified as Low, Medium and High. A Risk Assessment folder contains Risks that safeguard our staff, volunteers and service users. Risk Assessments are routinely carried out and reviewed by Department Managers (SMT) within the organisation.

Principal Risk

- RBG funding
- Greenlights funding

HR Review

Greenwich Mencap has reviewed its HR procedures and has instructed Ellis Whittam consultants and is confident that their procedures are sound and robust.

Greenwich Mencap

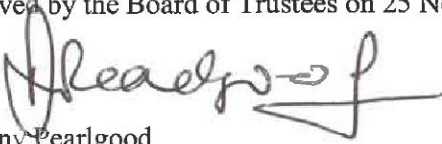
Trustees' Report

For the year ended 31 March 2023

Stakeholders

In addition to the Royal Mencap Society, Greenwich Mencap has a good relationship with many other charities in the Royal Borough of Greenwich that have similar objectives, and with our other stakeholders. It prides itself on having the communication skills and flexibility to produce the best outcomes for our members and service users.

Approved by the Board of Trustees on 25 November 2023 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'Anthony Pearlgood', with a long horizontal stroke extending to the right.

Anthony Pearlgood
Chair of Trustees

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2023

Chairman's Report

I would like to open this report by reminding everyone of what Greenwich Mencap continues to stand for:

Our Vision

- A society which values people with a learning disability.

Our Mission

- To listen to the aims, hopes and aspirations of people with a learning disability and their families and carers.
- To enable and empower all children and adults with a learning disability and their families and carers to achieve their full potential.
- To encourage and promote public awareness of the positive contribution and potential of people with a learning disability.
- To enlist the support of the general public through publicity and fundraising.
- To campaign for and represent the interests and needs of people with a learning disability, and their families and carers, to the statutory authorities and other relevant agencies.
- To provide quality social and leisure activities, and opportunities for self advocacy.
- To promote training and work experience, leading to employment opportunities for people with a learning disability.
- To promote the provision of quality residential and respite care with the support of the local community, the statutory authorities and other organisations.
- To recruit, train and support users, carers and volunteers to achieve these aims.
- To run Greenwich Mencap using sound management principles, systems and tools.

Our Objectives

Our Governing Document states that Greenwich Mencap's aims and objectives are:

- a. To promote, campaign for and support the needs and rights of children, young people and adults with a learning disability and their families, and to deliver services to this effect;
- b. To support the inclusion agenda and recognise their rights under the Children & Families Act and the Care Act to choose what is right for them.

In the course of doing so we may also promote, campaign for and support the needs and rights of children, young people and adults with a learning disability and their respective families, and to deliver services to this effect. Greenwich Mencap values diversity in principle and practice, and works within an equal opportunities framework as it relates to children, young people and adults with learning disabilities and their families, employees, partnership services and society in general.

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2023

- c. To develop and deliver high quality, person/family- centred, specialist and inclusive age appropriate services for children, young people and adults with learning disabilities and their families. The primary area of benefit will be the London Borough of Greenwich, but includes those who are placed in residential care situations by the Royal Borough of Greenwich outside its geographical area. However, in ensuring the ongoing viability of the company, Greenwich Mencap may develop provisions outside of this region.

Achievements in 2022/23

Though it has been a very challenging time due to the rise in the cost of living and the annual increase to the London Living Wage (unusually high) we continued to make efficiencies and financial savings whilst continuing to provide high quality services that meet the needs of our members and service users.

We were awarded four years of funding for a Medical Emergency service £24,000 per annum, Connecting Communities £50,000, Community Engagement £30,000 and Unity Works £35,500.

Donations

We are grateful for all of our donations, but a special thank you is due to:

NAME	TOTAL
Allen Mrs Denise	10.00
Atkins Ms J	20.00
Badger Mrs R	70.00
Foyle J & C	50.00
Laukkanen L	20.00
MacRobert Miss C M	20.00
MacRobert Miss E	200.00
Nicholls Mrs Margaret	55.00
Prentice Mrs Susan	80.00
Thompson Mr M	15.00
Trent Mrs C	12.00
Vagg Ms C	120.00
Warner Mr G & Mrs R	112.50
West A & D	15.00
TOTAL	799.50

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2023

Key Objective

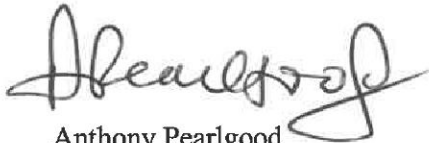
The key objective for the next accounting year will be to ensure that Greenwich Mencap's income exceeds expenditure through cost savings and increasing income whilst continuing to meet the needs of our Members and Service Users.

We aim to do this by introducing an incentive based membership, new services to reach a wider audience increasing client numbers and plan more fundraising events

Staff & Volunteers

The positive contribution from all of our staff and volunteers is critical to the success of Greenwich Mencap. My fellow-Trustees and I wish to place on record their sincere appreciation of the efforts of all staff over the past year, despite the continuing uncertainties of funding, etc and the changes which have come about within Greenwich Mencap.

Approved by the Board of Trustees on 25 November 2023 and signed on its behalf by:



Anthony Pearlgood
Chair of Trustees

Independent Auditors' Report to the members of Greenwich Mencap

For the year ended 31 March 2023

Opinion

We have audited the financial statements of Greenwich Mencap (the 'Charity') for the year ended 31 March 2023 which comprise the Statement of Financial Activities, Balance Sheet, Cash Flow Statement and the related 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 Charity's affairs as at 31 March 2023 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;
- 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the 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.

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

Matters on which we are required to report by exception

Independent Auditors' Report to the members of Greenwich Mencap

For the year ended 31 March 2023

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 Trustees' Annual 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;
- the financial statements are not in agreement with the accounting records and returns;
- we have not obtained all the information and explanations necessary for the purposes of our audit;
- the directors were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the directors' report and take advantage of the small companies' exemption from the requirement to prepare a strategic report.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out on pages 2-3, the trustees 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 they 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 Charity or to cease operations, or have no realistic alternative but to do so.

Our 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. A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities]. This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud

- 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 computer software and support 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, data protection and FCA regulation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

Audit response to risks identified

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

Independent Auditors' Report to the members of Greenwich Mencap

For the year ended 31 March 2023

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

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 1 were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk 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 and;
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from 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.

Use of our report

This report is made solely to the Charity'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 Charity'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 Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.



Kate Taylor FCA (Senior Statutory Auditor)
for and on behalf of Simpson Wreford LLP, Statutory Auditor
Wellesley House
Duke of Wellington Avenue
Royal Arsenal
London SE18 6SS

Dated: 27th November 2023

Greenwich Mencap

Statement of Financial Activities (Incorporating Income and Expenditure account)

For the year ended 31 March 2023

INCOME FROM:	Notes	Unrestricted funds £	Restricted funds £	Total 2023 £	Total 2022 £
Donations and legacies	7	17,564	99,473	117,037	172,724
Other trading activities	7	-	-	-	2,863
Charitable activities	7	399,480	-	399,480	379,404
Investment income		5,551	-	5,551	116
TOTAL		422,595	99,473	522,068	555,107
EXPENDITURE ON:					
Raising funds		-	-	-	-
Charitable activities		440,740	116,307	557,047	521,148
TOTAL	9	440,740	116,307	557,047	521,148
NET INCOME/(EXPENDITURE)		(18,145)	(16,834)	(34,979)	33,959
Transfers between funds		(91)	91	-	-
NET MOVEMENT IN FUNDS		(18,236)	(16,743)	(34,979)	33,959
RECONCILIATION OF FUNDS					
Balance at 1 April 2022		1,121,576	52,589	1,174,165	1,140,206
Balance at 31 March 2023		1,103,340	35,846	1,139,186	1,174,165

The Statement of Financial Activities includes all gains and losses in the year. All income and expenditure derive from continuing activities.

The notes on pages 15 to 22 form part of these financial statements.

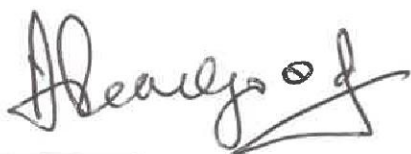
Greenwich Mencap

Balance Sheet at 31 March 2023

	Notes	2023		2022	
		£	£	£	£
FIXED ASSETS					
Investments	10		600,000		-
Tangible fixed assets	11		<u>11,523</u>		<u>15,364</u>
			611,523		15,364
CURRENT ASSETS					
Debtors	12	74,672		46,222	
Cash at bank and in hand		<u>483,982</u>		<u>1,142,588</u>	
		558,654		1,188,810	
CREDITORS					
Amounts falling due within one year	13	<u>(30,992)</u>		<u>(30,009)</u>	
NET CURRENT ASSETS			<u>527,662</u>		<u>1,158,801</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>1,139,185</u>		<u>1,174,165</u>
FUNDS OF THE CHARITY					
Restricted funds	15		52,589		52,589
Unrestricted funds	15		<u>1,086,596</u>		<u>1,121,576</u>
TOTAL CHARITY FUNDS			<u>1,139,185</u>		<u>1,174,165</u>

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102).

The financial statements on pages 12 to 22 were approved by the Trustees on 25 November 2023 and signed on their behalf by:



A Pearlgood
Company Number: 02408836 (England & Wales)

Greenwich Mencap

Cash Flow Statement at 31 March 2023

Statement of Cash Flows

	Notes	2023 Funds £	2022 Funds £
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	22	<u>(58,607)</u>	<u>65,732</u>
Cash flows from investing activities:			
Purchase of property plant and equipment		-	(14,200)
Purchase of fixed asset investments		(600,000)	-
Proceeds from sale of investment property		-	755,000
Net cash provided by (used in) investing activities		<u>(600,000)</u>	<u>740,800</u>
Change in cash and cash equivalents in the reporting period		(658,607)	806,532
Cash and cash equivalents at the beginning of the reporting period	23	1,142,588	336,056
Change in cash and cash equivalents due to exchange rate movements		-	-
Cash and cash equivalents at the end of the reporting period	23	<u><u>483,982</u></u>	<u><u>1,142,588</u></u>

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2023

1. Accounting Policies

- (a) Company information – Greenwich Mencap is a company limited by guarantee, incorporated in England and Wales and registered as a charity with the Charities Commission. The registered office is Unit 7 Woolwich Common Enterprise Centre, Peace Street, London, SE18 4HX.
- (b) Basis of preparation - 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 UK and Republic of Ireland (FRS102) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

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

The effects of events relating to the year ended 31 March 2023 which occurred before the date of approval of the financial statements by the Trustees has been included in the financial statements to the extent required to show a true and fair view of the state of affairs at 31 March 2023 and the results for the year ended on that date.

Greenwich Mencap meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

- (c) Fixed assets are only capitalised where their value exceeds £250. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Equipment	-	25% reducing balance
Motor Vehicles	-	25% reducing balance
Website Costs	-	25% reducing balance

- (d) Investments are made as part of a portfolio held with an external investment company. The valuation of the portfolio is remeasured at fair value at the balance sheet date with any profit or loss being recognised in the statement of financial activity.
- (e) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT, which cannot be recovered.

- Costs of generating funds relates to the costs incurred by the charitable company in raising funds for charitable work.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned as disclosed in (e) below.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2023

- (f) Resources expended are recognised in the year in which they are incurred. Certain expenditure is directly attributable to specific activities and has been included in those categories. Support costs which are attributable to more than one activity are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.
- (g) Grants and donations are recognised in full in the statement of financial activities in the year in which they are receivable, where they are received in advance, they are treated as deferred income. All deferred income relates to a period of less than 1 year. Legacies are recognised in full in the year in which they are received.
- (h) Funds held by the charity are defined as:
- *Unrestricted funds*
Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
 - *Restricted Funds*
Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.
- (i) Liabilities are recognised where probable obligation to transfer economic benefits exist and debtors are recognised on at the point that the charity becomes entitled to receive income from service provided.
- (j) Rentals payable under operating leases are charged to the statement of financial activities on a straight-line basis over the lease term.
- (k) The charity operates two pension schemes;
- The charity provides a defined contribution pension scheme for all new employees, the assets of which are held separately from those of the company in an independently administered fund. Contributions to this scheme are charged to the income and expenditure account as they become payable.
 - The charity also provides a defined benefit pension scheme, which is governed and administered by the London Borough of Greenwich. As such contributions to this scheme are charged to the income and expenditure account as they become payable.
- (l) Going concern - there are no material uncertainties about the charity's ability to continue.

2. Net outgoing resources

This is stated after charging:	2023	2022
Depreciation	3,841	5,121
Auditors' remuneration	5,880	5,700
Other fees paid to auditors	—	—

3. Trustees expenses

No remuneration or benefits in kind was paid to any trustee in the year. No direct reimbursements for expenses to trustees were made during the financial year.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2023

4. Pension commitments

The following payments were made to the company pension schemes in the year:

	<i>2023</i>	<i>2022</i>
Defined Benefit Scheme	1,007	2,682
Auto-enrolment Scheme (Defined Contribution)	15,451	14,196

At 31 March 2023 £9,402 (2022 £4,331) was payable to the fund. The defined benefit scheme is a multi-employer scheme, paid to the London Borough of Greenwich. As such the charity is unable to identify its share of the underlying gross assets and liabilities of the scheme in a consistent and reasonable basis. The above figures are based on the current year contributions.

5. Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

6. Staff costs

Staff costs for the year were as follows:	<i>2023</i>	<i>2022</i>
Wages and salaries	403,833	379,235
National insurance costs	29,163	27,338
Pension costs	21,790	14,406
	<u>454,786</u>	<u>420,979</u>

The average number of employees during the year, calculated on the basis of full time staff, was as follows:

	<i>2023</i>	<i>2022</i>
Direct staff	<u>26</u>	<u>22</u>

No employee was paid a salary greater than £60,000.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2023

7 Voluntary Income

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Donations and gifts	14,217	-	14,217	4,730
Legacies	3,347	-	3,347	-
Grants received and spot funding	-	99,473	99,473	167,994
Total	17,564	99,473	117,037	172,724

Grants Received and Spot Funding

Royal Borough of Greenwich	-	18,000	18,000	18,000
Royal Borough of Greenwich - COVID - Infection control	-	-	-	18,483
Royal Borough of Greenwich - COVID - Rapid testing	-	-	-	11,807
Metro Centre - Lets Sort It Out *	-	40,500	40,500	40,500
Big Lottery Fund - Greenlights	-	40,973	40,973	54,225
Job Retention Scheme	-	-	-	24,979
Other grants received	-	-	-	-
	-	99,473	99,473	167,994

7.2 Activities for Generating Funds

Fundraising and Events Income	-	-	-	2,863
Total voluntary income	-	-	-	2,863

Incoming resources from charitable activities

Service fees	133,725	-	133,725	133,119
Placement fees	253,287	-	253,287	242,899
Gateway Club	1,187	-	1,187	-
Other income	10,187	-	10,187	1,134
Riverwood Sales	6,645	-	6,645	2,368
Total	405,031	-	405,031	379,520

Total Income	422,595	99,473	522,068	555,107
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Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2023

8 Income by activity	Donations, gifts & legacies	Grants received	Fundraising	Other income	Placement fees	Sales	Service fees	Total
Let's Sort Out	-	40,500	-	-	-	-	-	40,500
Greenlights	-	40,973	-	-	-	-	-	40,973
Riverwood	-	-	-	-	253,287	6,645	-	259,932
Adult Services	-	18,000	-	-	-	-	-	18,000
Independent Living Services	-	-	-	-	-	-	133,725	133,725
Gateway club	-	-	-	1,187	-	-	-	1,187
Central services	17,564	-	-	4,636	-	-	-	22,200
Bank Interest	-	-	-	5,551	-	-	-	5,551
	17,564	99,473	-	11,374	253,287	6,645	133,725	522,068

9 Allocation of Support Costs

Direct costs	Independent Living	Adult Services	Riverwood	Greenlights	Lets sort it out	Total Projects	Fundraising	Support costs & governance
Bad debt	-	-	-	-	-	-	-	-
Bank and Service Charges	-	-	-	-	-	-	-	105
Cleaning	-	-	1,314	-	-	1,314	-	-
Clinical Supervision	-	-	-	-	-	-	-	-
Gateway Club	-	-	-	-	-	-	-	3,934
Groups, Meetings and Socials	-	17	-	962	-	979	-	38
Insurance and Fees	-	-	-	-	-	-	-	5,501
Office Expenses	979	-	28,497	-	-	29,476	-	8,863
Personnel Function	-	-	-	-	-	-	-	5,044
Postage - General	-	-	-	-	-	-	-	335
Premises Costs	-	3,130	16,248	1,416	-	20,794	-	24
Professional Fees - Audit	-	-	-	-	-	-	-	5,880
Professional Fees - Membership	-	-	34	-	-	34	-	747
Professional Fees - Payroll	-	-	-	-	-	-	-	2,265
Publicity Costs	-	-	229	-	-	229	-	-
Resources	-	-	2,366	13	-	2,379	-	-
Salaries and Related Costs	127,996	10,501	206,815	38,225	30,909	414,447	-	40,339
Telephone	1,397	-	1,200	336	564	3,496	-	4,614
Training	-	-	572	-	-	572	-	599
Travel	-	-	888	34	164	1,086	-	-
Depreciation	13	68	17	10	-	108	-	3,733
Support costs allocated on the basis of fund size	0%	5%	65%	20%	11%	100%	-	100%
Management Fee	-	4,352	52,062	16,743	8,863	82,020	-	(82,020)
Fundraising Costs	-	-	114	-	-	114	-	-
	130,385	18,068	310,356	57,739	40,500	557,048	-	-

Support costs are allocated by time spent by central staff and management.

10 Investments

Fair value

	Investments £
At 1 April 2022	-
Additions	600,000
Disposals	-
At 31 March 2023	<u>600,000</u>

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2023

11 Tangible Fixed Assets	Office Equipment £	Motor Vehicles £	Website Costs £	Total £
Cost				
At 1 April 2022	31,755	21,660	5,414	58,829
Additions	-	-	-	-
At 31 March 2023	<u>31,755</u>	<u>21,660</u>	<u>5,414</u>	<u>58,829</u>
Depreciation				
At 1 April 2022	28,858	10,478	4,129	43,465
Depreciation charge	724	2,795	321	3,841
At 31 March 2023	<u>29,582</u>	<u>13,273</u>	<u>4,450</u>	<u>47,306</u>
Net book values				
31 March 2023	<u>2,173</u>	<u>8,387</u>	<u>964</u>	<u>11,523</u>
31 March 2022	<u>2,897</u>	<u>11,182</u>	<u>1,285</u>	<u>15,364</u>

12 Debtors	2023 £	2022 £
Trade debtors	63,259	32,230
Other debtors	11,414	13,992
	<u>74,672</u>	<u>46,222</u>

13 Creditors	2023 £	2022 £
Trade creditors	1,806	1,501
Other creditors	23,665	22,944
Accruals and deferred income	5,520	5,564
	<u>30,992</u>	<u>30,009</u>

14 Analysis of net assets between funds

	Fixed assets £	Net Current assets £	Total £
Restricted funds	684	35,162	35,846
Unrestricted funds	610,839	492,501	1,103,340
	<u>611,523</u>	<u>527,663</u>	<u>1,139,186</u>

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2023

15 Statement of funds

	Balance B/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Balance C/fwd £
Restricted funds					
Royal Borough of Greenwich - Childrens services	41,282	-	-	(16,743)	24,539
Royal Borough of Greenwich - Lets sort it out	-	40,500	(40,500)	-	-
Royal Borough of Greenwich - Transition Worker	11,307	-	-	-	11,307
Royal Borough of Greenwich - Adult Activities	-	18,000	(18,068)	68	-
Big Lottery Fund - Greenlights	-	40,973	(57,739)	16,766	-
	<u>52,589</u>	<u>99,473</u>	<u>(116,307)</u>	<u>91</u>	<u>35,846</u>
Designated funds					
Independent Living Service - Service fees	-	133,725	(130,385)	(3,340)	-
Riverwood - Service fees, placement fees and sales	261,586	259,932	(310,356)	-	211,162
Oxleas - Workforce Development	-	-	-	-	-
	<u>261,586</u>	<u>393,657</u>	<u>(440,740)</u>	<u>(3,340)</u>	<u>211,162</u>
Unrestricted funds	<u>859,990</u>	<u>28,938</u>	<u>-</u>	<u>3,249</u>	<u>892,177</u>
Total funds	<u><u>1,174,165</u></u>	<u><u>522,068</u></u>	<u><u>(557,048)</u></u>	<u><u>-</u></u>	<u><u>1,139,186</u></u>

15 Restricted Funds

Let's sort it out and adult activities

Support service for adults with a learning disability offering advice on a range of issues including benefits, health support, statutory agencies, advocacy and support at meetings.

Greenlights

Provides behaviour support and intervention for children with learning disabilities and additional challenging behaviour.

16 Transfers

Funds have been transferred from unrestricted reserves to supplement the deficits on Royal Borough of Greenwich – Adult Activities (£68), Big Lottery Fund – Greenlights (£16,766), and Independent Living Service (£3,340). The transfer to Greenlights came from Children Services.

17 Operating lease commitments

At 31 March 2023 the company was committed to making the following payments under non-cancellable operating leases:

	2023	2022
Due within one year	-	3,276
Due after one year	-	-
	<u>=</u>	<u>3,276</u>

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2023

18 Related parties

The following transactions occurred with known related parties during the financial year:

- A Pearlgood [Trustee] - £200 donation to Greenwich Mencap
- J Sellars [Trustee] - £100 donation to Greenwich Mencap
- S Pearce [Trustee] - £100 donation to Greenwich Mencap

There were no outstanding balances with any known related parties at the year end.

19 Other professional services provided by the auditors

In common with many other charities of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

20 Limited liability

The Trustees of the company guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

21 Restricted reserves in deficit

The deficits on Adult Activities and Greenlights have been funded from general reserves. Overall unrestricted reserves show a surplus of £1,103,340 (2022 – £1,121,576). This is made up of free reserves of £892,177 and designated reserves of £211,162.

22 Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2023	2022
	£	£
Net (expenditure)/income for the reporting period	(40,530)	33,842
Adjustments for:		
Depreciation charges	3,841	5,122
Dividends, interest and rents from investments	5,551	116
(Increase)/decrease in debtors	(28,450)	15,032
Increase/(decrease) in creditors	982	11,620
Net cash provided by (used in) operating activities	<u>(58,607)</u>	<u>65,732</u>

23 Analysis of cash and cash equivalents

	2023	2022
	£	£
Cash in hand	483,982	1,142,589
Total cash and cash equivalents	<u>483,982</u>	<u>1,142,589</u>

GREENWICH MENCAP

England & Wales - Charity number 802103

Accounts

Charity Number: 802103
Company Number: 02408836 (England & Wales)

Greenwich Mencap
(A company limited by guarantee)
Annual Report and Audited Accounts
For the year ended 31 March 2022

Greenwich Mencap

Charity Information

For the year ended 31 March 2022

Management Committee	A Pearlgood - Chair J Lawson G Earle-Hutton A Lainson J Sellars M Pearlgood S Pearce N Bender
Director of Service	T Looker
Registered Office	Greenwich Mencap Woolwich Common Enterprise Centre Peace Street London SE18 4HX
Auditors	Simpson Wreford LLP Wellesley House Duke of Wellington Avenue Royal Arsenal London SE18 6SS
Bankers	CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ
Company Number	02408836 (England & Wales)
Charity Number	802103

Greenwich Mencap
Annual Report and Accounts
For the year ended 31 March 2022

Contents

1-8.	Trustees' report
9-11.	Independent auditors' report
	Accounts comprising;
12.	Statement of financial activities
13.	Balance sheet
14.	Statement of cash flows
15-23.	Notes to the accounts

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2022

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2022 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

Constitution

The company is a charitable company (charity number 802103) limited by guarantee (company number 02408836 (England & Wales)) and was set up with a Memorandum and Articles of Association which are its constitution on 28 July 1989. At the 2010 AGM the membership agreed a complete revision of the memorandum of association, which were approved on 7 December 2010 and filed on 13 January 2011. The revised memorandum of association included a revision to the charities objectives as detailed in the objectives and activities section of this trustees' report.

The registered office which is the principle office and the Management Committee are disclosed on the information page.

Compliance

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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 (FRS102) (effective 1 January 2015).

Structure, Governance and Management

Governance

As stated above, Greenwich Mencap is governed by a Memorandum and Articles of Association. The Articles state that the maximum number of members on the Board of Trustees shall not exceed 12.

The Board of Trustees, who may exercise all the powers of the Charity, has a strategic overview of the business of the organisation. Ordinary Board of Trustees' meetings facilitate discussion and decision-making regarding the strategic direction of the organisation and ratify Policies drafted by Ellis Whittam HR consultants that are updated regularly, though not necessarily annually.

The Board of Trustees have Ordinary Meetings at least each quarter with the Director of Services and Finance Manager to provide opportunities for Trustees to consider issues in greater detail. These meetings are being held on zoom since March 2020 due to the Coronavirus.

The Director of Services also meets regularly for informal discussions with the Chair of Trustees and Treasurer.

Terri Looker was appointed as Director Services on 1st July 2017.

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2022

Elections and Appointments

New members to the Board of Trustees are recruited via articles in the Greenwich Mencap newsletter, internet, HR recruitment sites and personal recommendation.

Potential candidates meet informally with the Chair of Trustees and the Director of Services and will complete a Skills Audit template before being presented as a suitable candidate to the Board and having had an interview with The Chair of Trustees & the Director of Services. Trustee inductions include completion of an induction form identifying key policies and signing to confirm receipt of documents, shadowing with staff (if required), site visits, mentoring from established Trustees and formal online instruction and attending structured training on Governance. Trustees are required to complete formal and in-house training.

Trustees are appointed at an Annual General Meeting (AGM) and shall take office from the end of that meeting. Existing members of the Board shall retire from office at the end of each AGM unless re-elected or re-appointed. Subject to article 42, no person shall be appointed or re-appointed as a Trustee at any General Meeting unless he or she has been nominated by one or more members by written nomination, delivered to the Company Secretary at least seven days before the date appointed for the meeting, together with notice executed by the nominee of his or her willingness to be appointed or reappointed. Provided that if no nominations for a particular vacancy are made in that period, nominations for the vacancy shall be accepted at the meeting.

Responsibilities of the Trustees

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations and in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Under new GDPR regulations, the ultimate responsibility for data protection compliance lies with the trustees.

Company law requires the charity trustees to prepare financial statements for each 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 income and expenditure of the charity for that period.

In preparing the 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 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 the charity will continue in business.

The trustees are responsible for keeping proper 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

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2022

with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence 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.

So far as each Trustee is aware, there is no relevant information (information needed by the charity's independent examiners in connection with preparing their report) of which the charity's examiners are unaware; and each director has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the charity's examiners are aware of that information and to establish that the charity's examiners are aware of that information.

Charities Structure and Management

The Board's support of the Director of Services as the strategic leader of Greenwich Mencap is reflected in the development of Greenwich Mencap's Plan and further professionalisation of the permanent contracted staff through structured training courses.

In 2021/22, the Senior Management team (SMT) consisted of the Director of Services (Terri Looker) Independent Support Manager (Sally Ettridge) and Finance Manager (James Thorpe).

Affiliations

Greenwich Mencap is affiliated to Royal Mencap Society as a Mencap Partner and is guided by their standards in relation to policies, procedures and conduct. Whilst Greenwich Mencap receives some support in kind from them, it does not receive any direct funding.

Greenwich Mencap has a good relationship with Royal Mencap Society as well as many other charities in the borough that have similar objectives. It prides itself on having the communication skills and flexibility to produce the best outcomes for our members and service users.

Reserves Policy

The reserves policy states that Greenwich Mencap must hold one month's expenditure in reserves. (We currently hold 2 years). Total free unrestricted reserves totalled £859,990 excluding Riverwood, which has its own designated fund. Currently the minimum of one month's expenditure will be £43,500.

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2022

Performance

Each project has aims and objectives for the year and the outcomes are recorded in the form of monitoring figures, budget tracking and service user feedback. Each service produces regular monitoring to the Management, Trustees and funding organisations. The finance Manager matches up Profit & Loss figures with the SMT to ensure performance to budget targets. These are then presented to the Director of Services and trustees for further scrutiny.

Trustees

The trustees, who are also directors of the company, who served during the year, were;

Anthony Pearlgood (Chair)
Sarah Pearce (Vice Chair)
Jonathan Sellars (Treasurer)
Jane Lawson
Georgina Earle-Hutton
Morris Pearlgood
Anthony Lainson
Nicole Bender

As Chair, I would like to express my sincere appreciation to the both the current Trustees and our former colleagues for their valuable contributions to the work of Greenwich Mencap over the past year.

Risk Management

The Trustee Board has identified the major risks to which the charity may be exposed and has implemented systems and procedures to mitigate risks. There are sound internal controls in force to safeguard the charity's assets.

Risks have been categorised and areas of risks identified as Low, Medium and High. A Risk Assessment folder contains Risks that safeguard our staff, volunteers and service users. Risk Assessments are routinely carried out and reviewed by Department Managers (SMT) within the organisation.

Principal Risk

- RBG funding
- Greenlights funding

HR Review

Greenwich Mencap has reviewed its HR procedures and has instructed Ellis Whittam consultants and is confident that their procedures are sound and robust.

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2022

Stakeholders

In addition to the Royal Mencap Society, Greenwich Mencap has a good relationship with many other charities in the Royal Borough of Greenwich that have similar objectives, and with our other stakeholders. It prides itself on having the communication skills and flexibility to produce the best outcomes for our members and service users.

Approved by the Board of Trustees on 12 November 2022 and signed on its behalf by:

Anthony Pearlgood
Chair of Trustees

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2022

Chairman's Report

I would like to open this report by reminding everyone of what Greenwich Mencap continues to stand for:

Our Vision

- A society which values people with a learning disability.

Our Mission

- To listen to the aims, hopes and aspirations of people with a learning disability and their families and carers.
- To enable and empower all children and adults with a learning disability and their families and carers to achieve their full potential.
- To encourage and promote public awareness of the positive contribution and potential of people with a learning disability.
- To enlist the support of the general public through publicity and fundraising.
- To campaign for and represent the interests and needs of people with a learning disability, and their families and carers, to the statutory authorities and other relevant agencies.
- To provide quality social and leisure activities, and opportunities for self advocacy.
- To promote training and work experience, leading to employment opportunities for people with a learning disability.
- To promote the provision of quality residential and respite care with the support of the local community, the statutory authorities and other organisations.
- To recruit, train and support users, carers and volunteers to achieve these aims.
- To run Greenwich Mencap using sound management principles, systems and tools.

Our Objectives

Our Governing Document states that Greenwich Mencap's aims and objectives are:

- a. To promote, campaign for and support the needs and rights of children, young people and adults with a learning disability and their families, and to deliver services to this effect;
- b. To support the inclusion agenda and recognise their rights under the Children & Families Act and the Care Act to choose what is right for them.

In the course of doing so we may also promote, campaign for and support the needs and rights of children, young people and adults with a learning disability and their respective families, and to deliver services to this effect. Greenwich Mencap values diversity in principle and practice, and works within an equal opportunities framework as it relates to children, young people and adults with learning disabilities and their families, employees, partnership services and society in general.

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2022

- c. To develop and deliver high quality, person/family- centred, specialist and inclusive age appropriate services for children, young people and adults with learning disabilities and their families. The primary area of benefit will be the London Borough of Greenwich, but includes those who are placed in residential care situations by the Royal Borough of Greenwich outside its geographical area. However, in ensuring the ongoing viability of the company, Greenwich Mencap may develop provisions outside of this region.

Achievements in 2021/22

Though it has been a very challenging time due to the pandemic, we continued to make efficiencies and financial savings whilst continuing to provide high quality services that meet the needs of our members and service users.

Financially, we were awarded £30,289.79 from RBG towards the costs of infection control and rapid testing.

We introduced a transport service system for our Riverwood service users.

We sold the property bequeathed to us and funds to be used to further improve our current services

Donations

We are grateful for all of our donations, but a special thank you is due to:

NAME	TOTAL
Allen Mrs Denise	10.00
Atkins Ms J	20.00
Badger Mrs R	70.00
Biggs Mr Adam	10.00
Carter Mrs June	10.00
Driver Allan	10.00
Foyle J & C	50.00
King Mrs M	12.00
Laukkanen L	20.00
Lloyd Mr & Mrs	20.00
MacRobert Miss C M	20.00
MacRobert Miss E	740.00
Morris Mr Martin	200.00
Nicholls Mrs Margaret	60.00
Prentice Mrs Susan	80.00
Russo Alfred	10.00
Shanks Ms Jennifer	100.00
Stables MS Alison	10.00
Thompson M	15.00
Trent Mrs C	12.00
Vagg Ms C	120.00

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2022

Warner Mr G & Mrs R	1162.50
West A & D	15.00
Wolsey Mrs P.J	30.00
	2,806.50

Key Objective

The key objective for the next accounting year will be to ensure that Greenwich Mencap's income exceeds expenditure through cost savings and increasing income whilst continuing to meet the needs of our Members and Service Users.

We aim to do this by introducing an incentive based membership, new services to reach a wider audience increasing client numbers and plan more fundraising events

Staff & Volunteers

The positive contribution from all of our staff and volunteers is critical to the success of Greenwich Mencap. My fellow-Trustees and I wish to place on record their sincere appreciation of the efforts of all staff over the past year, despite the continuing uncertainties of funding, etc and the changes which have come about within Greenwich Mencap.

Approved by the Board of Trustees on 12 November 2022 and signed on its behalf by:

Anthony Pearlgood
Chair of Trustees

Independent Auditors' Report to the members of Greenwich Mencap

For the year ended 31 March 2022

Opinion

We have audited the financial statements of Greenwich Mencap (the 'Charity') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, Balance Sheet, Cash Flow Statement and the related 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 Charity's affairs as at 31 March 2022 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;
- 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the 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.

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

Independent Auditors' Report to the members of Greenwich Mencap

For the year ended 31 March 2022

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 Trustees' Annual 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;
- the financial statements are not in agreement with the accounting records and returns;
- we have not obtained all the information and explanations necessary for the purposes of our audit;
- the directors were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the directors' report and take advantage of the small companies' exemption from the requirement to prepare a strategic report.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out on pages 2-3, the trustees 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 they 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 Charity or to cease operations, or have no realistic alternative but to do so.

Our 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. A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities]. This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud

- 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 computer software and support 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, data protection and FCA regulation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained
- alert to instances of non-compliance throughout the audit.

Independent Auditors' Report to the members of Greenwich Mencap

For the year ended 31 March 2022

Audit response to risks identified

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 susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

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 1 were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk 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 and;
- enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from 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.

Use of our report

This report is made solely to the Charity'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 Charity'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 Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Kate Taylor FCA (Senior Statutory Auditor)
for and on behalf of Simpson Wreford LLP, Statutory Auditor**

Wellesley House
Duke of Wellington Avenue
Royal Arsenal
London SE18 6SS

Dated:

Greenwich Mencap

Statement of Financial Activities (Incorporating Income and Expenditure account)

For the year ended 31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
INCOME FROM:					
Donations and legacies	7	59,999	112,725	172,724	920,296
Other trading activities	7	2,863	-	2,863	1,549
Charitable activities	7	379,404	-	379,404	343,050
Investment income		116	-	116	-
TOTAL		442,382	112,725	555,107	1,264,895
EXPENDITURE ON:					
Raising funds		-	-	-	-
Charitable activities		400,001	121,147	521,148	475,900
TOTAL	9	400,001	121,147	521,148	475,900
NET INCOME/(EXPENDITURE)		42,382	(8,422)	33,960	788,995
Transfers between funds		(8,422)	8,422	-	-
NET MOVEMENT IN FUNDS		33,960	-	33,960	788,995
RECONCILIATION OF FUNDS					
Balance at 1 April 2021		1,087,616	52,589	1,140,205	351,210
Balance at 31 March 2022		1,121,576	52,589	1,174,165	1,140,205

The Statement of Financial Activities includes all gains and losses in the year. All income and expenditure derive from continuing activities.

The notes on pages 15 to 23 form part of these financial statements.

Greenwich Mencap

Balance Sheet as at 31 March 2022

	Notes	2022		2021	
		£	£	£	£
FIXED ASSETS					
Investment property	10		-		755,000
Tangible fixed assets	11		<u>15,364</u>		<u>6,285</u>
			15,364		761,285
CURRENT ASSETS					
Debtors	12	46,222		61,255	
Cash at bank and in hand		<u>1,142,589</u>		<u>336,056</u>	
		1,188,811		397,311	
CREDITORS					
Amounts falling due within one year	13		<u>(30,009)</u>		<u>(18,391)</u>
NET CURRENT ASSETS			<u>1,158,801</u>		<u>378,920</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>1,174,165</u>		<u>1,140,205</u>
FUNDS OF THE CHARITY					
Restricted funds	15		52,589		52,589
Unrestricted funds	15		<u>1,121,576</u>		<u>1,087,616</u>
TOTAL CHARITY FUNDS			<u>1,174,165</u>		<u>1,140,205</u>

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102).

The financial statements on pages 12 to 23 were approved by the Trustees on 12 November 2022 and signed on their behalf by:

A Pearlgood
Company Number: 02408836 (England & Wales)

Greenwich Mencap

Cash Flow Statement at 31 March 2022

Statement of Cash Flows

	Notes	2022 Funds £	2021 Funds £
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	22	65,732	25,506
Cash flows from investing activities:			
Purchase of property plant and equipment		(14,200)	-
Proceeds from sale of investment property		755,000	-
Net cash provided by (used in) investing activities		740,800	-
Change in cash and cash equivalents in the reporting period		806,532	25,506
Cash and cash equivalents at the beginning of the reporting period	23	336,056	310,550
Change in cash and cash equivalents due to exchange rate movements		-	-
Cash and cash equivalents at the end of the reporting period	23	1,142,589	336,056

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2022

1. Accounting Policies

- (a) Company information – Greenwich Mencap is a company limited by guarantee, incorporated in England and Wales and registered as a charity with the Charities Commission. The registered office is Unit 7 Woolwich Common Enterprise Centre, Peace Street, London, SE18 4HX.
- (b) Basis of preparation - 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 UK and Republic of Ireland (FRS102) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

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

The effects of events relating to the year ended 31 March 2022 which occurred before the date of approval of the financial statements by the Trustees has been included in the financial statements to the extent required to show a true and fair view of the state of affairs at 31 March 2022 and the results for the year ended on that date.

Greenwich Mencap meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

- (c) Fixed assets are only capitalised where their value exceeds £250. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Equipment	-	25% reducing balance
Motor Vehicles	-	25% reducing balance
Website Costs	-	25% reducing balance

- (d) Investment property, which is property held to earn rentals and/or capital appreciation, is initially recognised at cost, which includes the purchase cost and any directly attributable expenditure. Subsequently it is measured at fair value at the reporting end date. Changes in fair value are recognised in the profit or loss.
- (e) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT, which cannot be recovered.

- Costs of generating funds relates to the costs incurred by the charitable company in raising funds for charitable work.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned as disclosed in (e) below.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2022

- (f) Resources expended are recognised in the year in which they are incurred. Certain expenditure is directly attributable to specific activities and has been included in those categories. Support costs which are attributable to more than one activity are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.
- (g) Grants and donations are recognised in full in the statement of financial activities in the year in which they are receivable, where they are received in advance, they are treated as deferred income. All deferred income relates to a period of less than 1 year. Legacies are recognised in full in the year in which they are received.
- (h) Funds held by the charity are defined as:
- *Unrestricted funds*
Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
 - *Restricted Funds*
Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.
- (i) Liabilities are recognised where probable obligation to transfer economic benefits exist and debtors are recognised on at the point that the charity becomes entitled to receive income from service provided.
- (j) Rentals payable under operating leases are charged to the statement of financial activities on a straight-line basis over the lease term.
- (k) The charity operates two pension schemes;
- The charity provides a defined contribution pension scheme for all new employees, the assets of which are held separately from those of the company in an independently administered fund. Contributions to this scheme are charged to the income and expenditure account as they become payable.
 - The charity also provides a defined benefit pension scheme, which is governed and administered by the London Borough of Greenwich. As such contributions to this scheme are charged to the income and expenditure account as they become payable.
- (l) Going concern - there are no material uncertainties about the charity's ability to continue.

2. Net outgoing resources

This is stated after charging:	2022	2021
Depreciation	5,121	2,095
Auditors' remuneration	5,700	5,520
Other fees paid to auditors	—	—

3. Trustees expenses

No remuneration or benefits in kind was paid to any trustee in the year. No direct reimbursements for expenses to trustees were made during the financial year.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2022

4. Pension commitments

The following payments were made to the company pension schemes in the year:

	<i>2022</i>	<i>2021</i>
Defined Benefit Scheme	2,682	3,335
Auto-enrolment Scheme (Defined Contribution)	14,196	14,326

At 31 March 2022 £4,331 (2021 £1,058) was payable to the fund. The defined benefit scheme is a multi-employer scheme, paid to the London Borough of Greenwich. As such the charity is unable to identify its share of the underlying gross assets and liabilities of the scheme in a consistent and reasonable basis. The above figures are based on the current year contributions.

5. Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

6. Staff costs

Staff costs for the year were as follows:	<i>2022</i>	<i>2021</i>
Wages and salaries	379,235	360,965
National insurance costs	27,338	26,584
Pension costs	14,406	13,984
	<u>420,979</u>	<u>401,533</u>

The average number of employees during the year, calculated on the basis of full time staff, was as follows:

	<i>2022</i>	<i>2021</i>
Direct staff	<u>22</u>	<u>24</u>

No employee was paid a salary greater than £60,000.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2022

7 Voluntary Income

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Donations and gifts	4,730	-	4,730	8,516
Legacies	-	-	-	755,000
Grants received and spot funding	55,269	112,725	167,994	156,780
Total	59,999	112,725	172,724	920,296

Grants Received and Spot Funding

Royal Borough of Greenwich	-	18,000	18,000	18,000
Royal Borough of Greenwich - COVID - Infection control	18,483	-	18,483	-
Royal Borough of Greenwich - COVID - Rapid testing	11,807	-	11,807	-
Metro Centre - Lets Sort It Out *	-	40,500	40,500	38,000
Big Lottery Fund - Greenlights	-	54,225	54,225	53,688
Job Retention Scheme	24,979	-	24,979	47,092
	55,269	112,725	167,994	156,780

7.2 Activities for Generating Funds

Fundraising and Events Income	2,863	-	2,863	1,549
Total voluntary income	2,863	-	2,863	1,549

Incoming resources from charitable activities

Service fees	133,119	-	133,119	78,628
Placement fees	242,899	-	242,899	262,205
Other income	1,134	-	1,134	804
Riverwood Sales	2,368	-	2,368	1,413
Total	379,520	-	379,520	343,050

Total Income	442,382	112,725	555,107	1,264,895
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Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2022

8 Income by activity	Donations, gifts & legacies	Grants received	Fundraising	Other income	Placement fees	Sales	Service fees	Total
Let's Sort Out	-	40,500	-	-	-	-	-	40,500
Greenlights	-	54,225	-	-	-	-	-	54,225
Riverwood	58	-	-	-	242,899	2,368	3,425	248,749
Adult Services	-	18,000	-	-	-	-	-	18,000
Independent Living Services	-	-	-	-	-	-	129,695	129,695
Central services	4,672	-	2,863	1,134	-	-	-	8,669
Job Retention Scheme	-	24,979	-	-	-	-	-	24,979
COVID - Infection control	-	18,483	-	-	-	-	-	18,483
COVID - Rapid testing	-	11,807	-	-	-	-	-	11,807
	4,730	167,994	2,863	1,134	242,899	2,368	133,119	555,107

Direct costs	Independent Living	Adult Services	Riverwood	Greenlights	Siblings Project	Lets sort it out	Total Projects	Fundraising	Support costs & governance
Bad debt	1,170	-	1,032	-	-	-	2,202	-	-
Bank and Service Charges	-	-	-	-	-	-	-	-	110
Cleaning	-	-	1,545	-	-	-	1,545	-	210
Clinical Supervision	-	-	-	375	-	-	375	-	-
Disposal of Investment Property	-	-	-	-	-	-	-	-	17,143
Groups, Meetings and Socials	-	2,041	-	306	-	-	2,347	-	-
Insurance and Fees	-	-	4,080	-	-	1,000	5,080	-	(57)
Office Expenses	979	8	1,343	70	-	1,607	4,008	-	16,008
Personnel Function	-	-	-	-	-	-	-	-	4,758
Postage - General	-	-	-	-	-	39	39	-	518
Premises Costs	-	1,349	14,246	1,584	-	-	17,179	-	2,375
Professional Fees - Audit	-	-	-	-	-	-	-	-	5,700
Professional Fees - Membership	-	-	-	-	-	-	-	-	35
Professional Fees - Payroll	-	-	-	-	-	-	-	-	2,195
Resources	240	-	1,993	200	-	-	2,433	-	13
Salaries and Related Costs	131,794	11,199	163,530	36,836	-	29,278	372,637	-	50,347
Telephone	1,775	-	2,883	612	-	432	5,702	-	4,486
Training	-	-	270	80	-	-	350	-	(1,401)
Travel	-	-	(898)	-	-	391	(507)	-	199
Depreciation	17	91	22	13	-	-	143	-	4,978
Support costs allocated on the basis of fund size									
	0%	5%	71%	19%	0%	7%	100%		100%
Management Fee	-	5,513	73,980	20,370	-	7,753	107,616	-	(107,616)
Fundraising Costs	-	-	-	-	-	-	-	-	-
	135,975	20,201	264,026	60,447	-	40,500	521,148	-	-

Support costs are allocated by time spent by central staff and management.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2022

10 Tangible Fixed Assets	Investment Property £
Fair value	
At 1 April 2021	755,000
Additions	-
Disposals	<u>(755,000)</u>
At 31 March 2022	<u><u>-</u></u>

The investment property was sold on 30 September 2021 for a sales price of £755,000

11 Tangible Fixed Assets	Office Equipment £	Motor Vehicles £	Website Costs £	Total £
Cost				
At 1 April 2021	31,755	7,460	5,414	44,629
Additions	-	14,200	-	14,200
At 31 March 2022	<u>31,755</u>	<u>21,660</u>	<u>5,414</u>	<u>58,829</u>
Depreciation				
At 1 April 2021	27,892	6,751	3,701	38,344
Depreciation charge	966	3,727	428	5,121
At 31 March 2022	<u>28,858</u>	<u>10,478</u>	<u>4,129</u>	<u>43,465</u>
Net book values				
31 March 2022	<u>2,897</u>	<u>11,182</u>	<u>1,285</u>	<u>15,364</u>
31 March 2021	<u>3,863</u>	<u>709</u>	<u>1,713</u>	<u>6,285</u>

12 Debtors	2022 £	2021 £
Trade debtors	32,230	47,591
Other debtors	<u>13,992</u>	<u>13,664</u>
	<u><u>46,222</u></u>	<u><u>61,255</u></u>

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2022

13 Creditors	2022	2021
	£	£
Trade creditors	1,501	3,171
Other creditors	22,944	8,643
Accruals and deferred income	5,564	6,577
	30,009	18,391

14 Analysis of net assets between funds

	Net Current		Total
	Fixed assets	assets	
	£	£	£
Restricted funds	473	52,116	52,589
Unrestricted funds	14,890	1,106,685	1,121,576
	15,364	1,158,801	1,174,165

15 Statement of funds

	Balance B/fwd	Incoming resources	Outgoing resources	Transfers	Balance C/fwd
	£	£	£	£	£
Restricted funds					
Royal Borough of Greenwich - Childrens services	41,282	-	-	-	41,282
Royal Borough of Greenwich - Lets sort it out	-	40,500	(40,500)	-	-
Royal Borough of Greenwich - Transition Worker	11,307	-	-	-	11,307
Royal Borough of Greenwich - Adult Activities	-	18,000	(20,201)	2,201	-
Big Lottery Fund - Greenlights	-	54,225	(60,446)	6,221	-
	52,589	112,725	(121,147)	8,422	52,589
Designated funds					
Independent Living Service - Service fees	-	129,695	(135,975)	6,280	-
Riverwood - Service fees, placement fees and sales	276,862	248,749	(264,026)	-	261,586
	276,862	378,444	(400,001)	6,280	261,586
Unrestricted funds	810,754	63,938	-	(14,702)	859,990
Total funds	1,140,205	555,107	(521,148)	-	1,174,165

15 Restricted Funds

Let's sort it out and adult activities

Support service for adults with a learning disability offering advice on a range of issues including benefits, health support, statutory agencies, advocacy and support at meetings.

Greenlights

Provides behaviour support and intervention for children with learning disabilities and additional challenging behaviour.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2022

16 Transfers

Funds have been transferred from unrestricted reserves to supplement the deficits on Royal Borough of Greenwich – Adult Activities (£2,201), Big Lottery Fund – Greenlights (£6,221), and Independent Living Service (£6,280).

17 Operating lease commitments

At 31 March 2022 the company was committed to making the following payments under non-cancellable operating leases:

	2022	2021
Due within one year	3,276	6,552
Due after one year	-	3,276
	<u>3,276</u>	<u>9,828</u>

18 Related parties

The following transactions occurred with known related parties during the financial year:

- T Looker [Director of services] - £254.91 of direct reimbursement of expenses
- A Pearlgood [Trustee] - £45.25 of direct reimbursement of expenses

There were no outstanding balances with any known related parties at the year end.

19 Other professional services provided by the auditors

In common with many other charities of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

20 Limited liability

The Trustees of the company guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

21 Restricted reserves in deficit

The deficits on Lets Sort It Out, Adult Activities and Greenlights have been funded from general reserves. Overall unrestricted reserves show a surplus of £1,121,576 (2021 – £1,087,616). This is made up of free reserves of £859,990 and designated reserves of £261,586.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2022

22 Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2022	2021
	£	£
Net income/(expenditure) for the reporting period	33,842	788,820
Adjustments for:		
Legacies received	-	(755,000)
Depreciation charges	5,122	2,095
Dividends, interest and rents from investments	116	174
Decrease/(increase) in debtors	15,032	(3,366)
Increase/(decrease) in creditors	11,620	(7,217)
Net cash provided by (used in) operating activities	<u>65,732</u>	<u>25,506</u>

23 Analysis of cash and cash equivalents

	2022	2021
	£	£
Cash in hand	<u>1,142,589</u>	<u>336,056</u>
Total cash and cash equivalents	<u>1,142,589</u>	<u>336,056</u>

GREENWICH MENCAP

England & Wales - Charity number 802103

Accounts

Charity Number: 802103
Company Number: 02408836 (England & Wales)

Greenwich Mencap
(A company limited by guarantee)
Annual Report and Audited Accounts
For the year ended 31 March 2021

Greenwich Mencap

Charity Information

For the year ended 31 March 2021

Management Committee	A Pearlgood - Chair J Lawson G Earle-Hutton A Lainson J Sellars M Pearlgood S Pearce N Bender (appointed 27 th January 2021)
Director of Service	T Looker
Registered Office	Greenwich Mencap Woolwich Common Enterprise Centre Peace Street London SE18 4HX
Auditors	Simpson Wreford LLP Wellesley House Duke of Wellington Avenue Royal Arsenal London SE18 6SS
Bankers	CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ
Company Number	02408836 (England & Wales)
Charity Number	802103

Greenwich Mencap
Annual Report and Accounts
For the year ended 31 March 2021

Contents

1-8.	Trustees' report
9-11.	Independent auditors' report
	Accounts comprising;
12.	Statement of financial activities
13.	Balance sheet
14.	Statement of cash flows
15-24.	Notes to the accounts

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2021

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

Constitution

The company is a charitable company (charity number 802103) limited by guarantee (company number 02408836 (England & Wales)) and was set up with a Memorandum and Articles of Association which are its constitution on 28 July 1989. At the 2010 AGM the membership agreed a complete revision of the memorandum of association, which were approved on 7 December 2010 and filed on 13 January 2011. The revised memorandum of association included a revision to the charities objectives as detailed in the objectives and activities section of this trustees' report.

The registered office which is the principle office and the Management Committee are disclosed on the information page.

Compliance

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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 (FRS102) (effective 1 January 2015).

Structure, Governance and Management

Governance

As stated above, Greenwich Mencap is governed by a Memorandum and Articles of Association. The Articles state that the maximum number of members on the Board of Trustees shall not exceed 12.

The Board of Trustees, who may exercise all the powers of the Charity, has a strategic overview of the business of the organisation. Ordinary Board of Trustees' meetings facilitate discussion and decision-making regarding the strategic direction of the organisation and ratify Policies drafted by Ellis Whittam HR consultants that are updated regularly, though not necessarily annually.

The Board of Trustees have Ordinary Meetings at least each quarter with the Director of Services and Finance Manager to provide opportunities for Trustees to consider issues in greater detail. These meetings are being held on zoom since March 2020 due to the Coronavirus.

The Director of Services also meets regularly for informal discussions with the Chair of Trustees and Treasurer.

Terri Looker was appointed as Director Services on 1st July 2017.

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2021

Elections and Appointments

New members to the Board of Trustees are recruited via articles in the Greenwich Mencap newsletter, internet, HR recruitment sites and personal recommendation.

Potential candidates meet informally with the Chair of Trustees and the Director of Services and will complete a Skills Audit template before being presented as a suitable candidate to the Board and having had an interview with The Chair of Trustees & the Director of Services. Trustee inductions include completion of an induction form identifying key policies and signing to confirm receipt of documents, shadowing with staff (if required), site visits, mentoring from established Trustees and formal online instruction and attending structured training on Governance. Trustees are required to complete formal and in-house training.

Trustees are appointed at an Annual General Meeting (AGM) and shall take office from the end of that meeting. Existing members of the Board shall retire from office at the end of each AGM unless re-elected or re-appointed. Subject to article 42, no person shall be appointed or re-appointed as a Trustee at any General Meeting unless he or she has been nominated by one or more members by written nomination, delivered to the Company Secretary at least seven days before the date appointed for the meeting, together with notice executed by the nominee of his or her willingness to be appointed or reappointed. Provided that if no nominations for a particular vacancy are made in that period, nominations for the vacancy shall be accepted at the meeting.

Responsibilities of the Trustees

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations and in accordance with United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Under new GDPR regulations, the ultimate responsibility for data protection compliance lies with the trustees.

Company law requires the charity trustees to prepare financial statements for each 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 income and expenditure of the charity for that period.

In preparing the financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the CharitiesSORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 the charity will continue in business.

The trustees are responsible for keeping proper 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

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2021

with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence 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.

So far as each Trustee is aware, there is no relevant information (information needed by the charity's independent examiners in connection with preparing their report) of which the charity's examiners are unaware; and each director has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the charity's examiners are aware of that information and to establish that the charity's examiners are aware of that information.

Charities Structure and Management

The Board's support of the Director of Services as the strategic leader of Greenwich Mencap is reflected in the development of Greenwich Mencap's Plan and further professionalisation of the permanent contracted staff through structured training courses.

In 2020/21, the Senior Management team (SMT) consisted of the Director of Services (Terri Looker) Independent Support Manager (Sally Ettridge) and Finance Manager (James Thorpe).

Affiliations

Greenwich Mencap is affiliated to Royal Mencap Society as a Mencap Partner and is guided by their standards in relation to policies, procedures and conduct. Whilst Greenwich Mencap receives some support in kind from them, it does not receive any direct funding.

Greenwich Mencap has a good relationship with Royal Mencap Society as well as many other charities in the borough that have similar objectives. It prides itself on having the communication skills and flexibility to produce the best outcomes for our members and serviceusers.

Reserves Policy

The reserves policy states that Greenwich Mencap must hold one month's expenditure in reserves. (We currently hold three months). Total free unrestricted reserves totalled £810,754 excluding Riverwood, which has its own designated fund. Currently the minimum of one month's expenditure will be £42,000

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2021

Performance

Each project has aims and objectives for the year and the outcomes are recorded in the form of monitoring figures, budget tracking and service user feedback. Each service produces regular monitoring to the Management, Trustees and funding organisations. The finance Manager matches up Profit & Loss figures with the SMT to ensure performance to budget targets. These are then presented to the Director of Services and trustees for further scrutiny.

Trustees

The trustees, who are also directors of the company, who served during the year, were;

Anthony Pearlgood (Chair)
Sarah Pearce (Vice Chair)
Jonathan Sellars (Treasurer)
Jane Lawson
Georgina Earle-Hutton
Morris Pearlgood
Anthony Lainson
Nicole Bender (Appointed 27 January 2021)

As Chair, I would like to express my sincere appreciation to the both the current Trustees and our former colleagues for their valuable contributions to the work of Greenwich Mencap over the past year.

Risk Management

The Trustee Board has identified the major risks to which the charity may be exposed and has implemented systems and procedures to mitigate risks. There are sound internal controls in force to safeguard the charity's assets.

Risks have been categorised and areas of risks identified as Low, Medium and High. A Risk Assessment folder contains Risks that safeguard our staff, volunteers and service users. Risk Assessments are routinely carried out and reviewed by Department Managers (SMT) within the organisation.

Principal Risk

- RBG funding cuts
- Covid -19

HR Review

Greenwich Mencap has reviewed its HR procedures and has instructed Ellis Whittam consultants and is confident that their procedures are sound and robust.

Greenwich Mencap

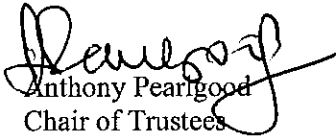
Trustees' Report

For the year ended 31 March 2021

Stakeholders

In addition to the Royal Mencap Society, Greenwich Mencap has a good relationship with many other charities in the Royal Borough of Greenwich that have similar objectives, and with our other stakeholders. It prides itself on having the communication skills and flexibility to produce the best outcomes for our members and service users.

Approved by the Board of Trustees on 15.11.2021 and signed on its behalf by:


Anthony Pearigood
Chair of Trustees

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2021

Chairman's Report

I would like to open this report by reminding everyone of what Greenwich Mencap continues to stand for:

Our Vision

- A society which values people with a learning disability.

Our Mission

- To listen to the aims, hopes and aspirations of people with a learning disability and their families and carers.
- To enable and empower all children and adults with a learning disability and their families and carers to achieve their full potential.
- To encourage and promote public awareness of the positive contribution and potential of people with a learning disability.
- To enlist the support of the general public through publicity and fundraising.
- To campaign for and represent the interests and needs of people with a learning disability, and their families and carers, to the statutory authorities and other relevant agencies.
- To provide quality social and leisure activities, and opportunities for self advocacy.
- To promote training and work experience, leading to employment opportunities for people with a learning disability.
- To promote the provision of quality residential and respite care with the support of the local community, the statutory authorities and other organisations.
- To recruit, train and support users, carers and volunteers to achieve these aims.
- To run Greenwich Mencap using sound management principles, systems and tools.

Our Objectives

Our Governing Document states that Greenwich Mencap's aims and objectives are:

- a. To promote, campaign for and support the needs and rights of children, young people and adults with a learning disability and their families, and to deliver services to this effect;
- b. To support the inclusion agenda and recognise their rights under the Children & Families Act and the Care Act to choose what is right for them.

In the course of doing so we may also promote, campaign for and support the needs and rights of children, young people and adults with a learning disability and their respective families, and to deliver services to this effect. Greenwich Mencap values diversity in principle and practice, and works within an equal opportunities framework as it relates to children, young people and adults with learning disabilities and their families, employees, partnership services and society in general.

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2021

- c. To develop and deliver high quality, person/family- centred, specialist and inclusive age appropriate services for children, young people and adults with learning disabilities and their families. The primary area of benefit will be the London Borough of Greenwich, but includes those who are placed in residential care situations by the Royal Borough of Greenwich outside its geographical area. However, in ensuring the ongoing viability of the company, Greenwich Mencap may develop provisions outside of this region.

Achievements in 2020/21

Though it has been a very challenging time due to the pandemic, we still managed to make efficiencies and some small financial savings especially around printing and postage.

We continued to provide services from day one of the pandemic by moving to a virtual/remote service which was a model for other services around the borough'

Financially, we were awarded £5000 from RBG towards the costs of the extra PPE.

We introduced an uplift of £2 per placement fee for Riverwood service users.

We have been bequeathed a property which will be sold and the funds will be reflected in next year's accounts.

Donations

We are grateful for all of our donations, but a special thank you is due to:

NAME	TOTAL
Allen Mrs Denise	10.00
Atkins Ms J	20.00
Badger Mrs R	70.00
Driver Allan Mr	10.00
Foyle J & C	50.00
King Mrs M	12.00
Laukkanen L Ms	20.00
Lloyd Mr & Mrs	20.00
MacRobert Miss C M	20.00
MacRobert Miss E	240.00
Morris Mr Paul	10.00
Nicholls Mrs Margaret	60.00
Prentice Mrs Susan	80.00
Roger Munson	250.00
Thomson Mr M	15.00
Trent Mrs C	12.00
Vagg Mrs C	120.00
Warner Mr G & Mrs R	612.50
West A & D	15.00
	<u>1,646.50</u>

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2021

Key Objective

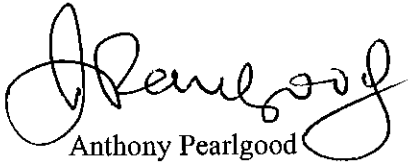
The key objective for the next accounting year will be to ensure that Greenwich Mencap's income exceeds expenditure through cost savings and increasing income whilst continuing to meet the needs of our Members and Service Users.

We aim to do this by introducing an incentive based membership, new services to reach a wider audience increasing client numbers and plan more fundraising events

Staff & Volunteers

The positive contribution from all of our staff and volunteers is critical to the success of Greenwich Mencap. My fellow-Trustees and I wish to place on record their sincere appreciation of the efforts of all staff over the past year, despite the continuing uncertainties of funding, etc and the changes which have come about within Greenwich Mencap.

Approved by the Board of Trustees on^{15.11.21} and signed on its behalf by:



Anthony Pearlgood
Chair of Trustees

Independent Auditors' Report to the members of Greenwich Mencap

For the year ended 31 March 2021

Opinion

We have audited the financial statements of Greenwich Mencap (the 'Charity') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, Balance Sheet, Cash Flow Statement and the related 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 Charity's affairs as at 31 March 2021 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;
- 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the 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.

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

Independent Auditors' Report to the members of Greenwich Mencap

For the year ended 31 March 2021

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 Trustees' Annual 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;
- the financial statements are not in agreement with the accounting records and returns;
- we have not obtained all the information and explanations necessary for the purposes of our audit;
- the directors were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the directors' report and take advantage of the small companies' exemption from the requirement to prepare a strategic report.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out on pages 2-3, the trustees 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 they 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 Charity or to cease operations, or have no realistic alternative but to do so.

Our 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. A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities]. This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud

- 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 computer software and support 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, data protection and FCA regulation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained
- alert to instances of non-compliance throughout the audit.

Independent Auditors' Report to the members of Greenwich Mencap

For the year ended 31 March 2021

Audit response to risks identified

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 susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

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 1 were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk 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 and;
- enquiring of management as to actual and potential litigation and claims.
- reviewing correspondence with the FCA

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from 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.

Use of our report

This report is made solely to the Charity'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 Charity'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 Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Kate Taylor FCA (Senior Statutory Auditor)
for and on behalf of Simpson Wreford LLP, Statutory Auditor
Wellesley House
Duke of Wellington Avenue
Royal Arsenal
London SE18 6SS

Dated:

Greenwich Mencap

Statement of Financial Activities (Incorporating Income and Expenditure account)

For the year ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
INCOME FROM:					
Donations and legacies	7	810,608	109,688	920,296	127,140
Other trading activities	7	1,549	-	1,549	15,418
Charitable activities	7	343,050	-	343,050	443,983
TOTAL		1,155,208	109,688	1,264,896	586,540
EXPENDITURE ON:					
Raising funds		-	-	-	-
Charitable activities		358,617	117,284	475,900	538,177
Other		-	-	-	-
TOTAL	9	358,617	117,284	475,900	538,177
NET INCOME/(EXPENDITURE)		796,591	(7,596)	788,995	48,363
Transfers between funds		(5,069)	5,069	-	-
NET MOVEMENT IN FUNDS		791,522	(2,527)	788,995	48,363
RECONCILIATION OF FUNDS					
Balance at 1 April 2020		296,095	55,116	351,211	302,847
Balance at 31 March 2021		1,087,616	52,589	1,140,205	351,210

The Statement of Financial Activities includes all gains and losses in the year. All income and expenditure derive from continuing activities.

The notes on pages 15 to 24 form part of these financial statements.

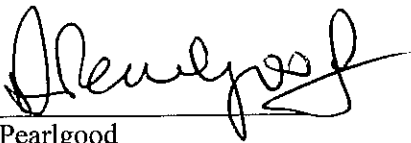
Greenwich Mencap

Balance Sheet as at 31 March 2021

	Notes	2021		2020	
		£	£	£	£
FIXED ASSETS					
Investment property	10		755,000		-
Tangible fixed assets	11		<u>6,285</u>		<u>8,380</u>
			761,285		8,380
CURRENT ASSETS					
Debtors	12	61,255		57,887	
Cash at bank and in hand		<u>336,056</u>		<u>310,550</u>	
		397,311		368,437	
CREDITORS					
Amounts falling due within one year	13	<u>(18,391)</u>		<u>(25,607)</u>	
NET CURRENT ASSETS			<u>378,920</u>		<u>342,830</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>1,140,205</u>		<u>351,210</u>
FUNDS OF THE CHARITY					
Restricted funds	15		52,589		55,115
Unrestricted funds	15		<u>1,087,616</u>		<u>296,095</u>
TOTAL CHARITY FUNDS			<u>1,140,205</u>		<u>351,210</u>

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102).

The financial statements on pages 12 to 24 were approved by the Trustees on 15.11.2021 and signed on their behalf by:



A Pearlgood
Company Number: 02408836 (England & Wales)

Greenwich Mencap

Cash Flow Statement at 31 March 2021

	Notes	2021 Funds £	2020 Funds £
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	23	<u>25,506</u>	<u>79,764</u>
Cash flows from investing activities:			
Purchase of property plant and equipment		<u>-</u>	<u>(500)</u>
Net cash provided by (used in) investing activities		<u>-</u>	<u>(500)</u>
Change in cash and cash equivalents in the reporting period		25,506	79,264
Cash and cash equivalents at the beginning of the reporting period	24	310,550	231,286
Change in cash and cash equivalents due to exchange rate movements		<u>-</u>	<u>-</u>
Cash and cash equivalents at the end of the reporting period	24	<u>336,056</u>	<u>310,550</u>

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2021

1. Accounting Policies

- (a) Company information – Greenwich Mencap is a company limited by guarantee, incorporated in England and Wales and registered as a charity with the Charities Commission. The registered office is Unit 7 Woolwich Common Enterprise Centre, Peace Street, London, SE18 4HX.
- (b) Basis of preparation - 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 UK and Republic of Ireland (FRS102) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

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

The effects of events relating to the year ended 31 March 2021 which occurred before the date of approval of the financial statements by the Trustees has been included in the financial statements to the extent required to show a true and fair view of the state of affairs at 31 March 2021 and the results for the year ended on that date.

Greenwich Mencap meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

- (c) Fixed assets are only capitalised where their value exceeds £250. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Equipment	-	25% reducing balance
Motor Vehicles	-	25% reducing balance
Website Costs	-	25% reducing balance

- (d) Investment property, which is property held to earn rentals and/or capital appreciation, is initially recognised at cost, which includes the purchase cost and any directly attributable expenditure. Subsequently it is measured at fair value at the reporting end date. Changes in fair value are recognised in the profit or loss.
- (e) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT, which cannot be recovered.
- Costs of generating funds relates to the costs incurred by the charitable company in raising funds for charitable work.
 - Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
 - Governance costs include those costs associated with meeting the constitutional and statutory requirements.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2021

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned as disclosed in (e) below.

- (f) Resources expended are recognised in the year in which they are incurred. Certain expenditure is directly attributable to specific activities and has been included in those categories. Support costs which are attributable to more than one activity are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.
- (g) Grants and donations are recognised in full in the statement of financial activities in the year in which they are receivable, where they are received in advance, they are treated as deferred income. All deferred income relates to a period of less than 1 year. Legacies are recognised in full in the year in which they are received.
- (h) Funds held by the charity are defined as:
- *Unrestricted funds*
Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
 - *Restricted Funds*
Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.
- (i) Liabilities are recognised where probable obligation to transfer economic benefits exist and debtors are recognised on at the point that the charity becomes entitled to receive income from service provided.
- (j) Rentals payable under operating leases are charged to the statement of financial activities on a straight-line basis over the lease term.
- (k) The charity operates two pension schemes;
- The charity provides a defined contribution pension scheme for all new employees, the assets of which are held separately from those of the company in an independently administered fund. Contributions to this scheme are charged to the income and expenditure account as they become payable.
 - The charity also provides a defined benefit pension scheme, which is governed and administered by the London Borough of Greenwich. As such contributions to this scheme are charged to the income and expenditure account as they become payable.
- (l) Going concern - there are no material uncertainties about the charity's ability to continue.

2. Net outgoing resources

This is stated after charging:	2021	2020
Depreciation	2,095	2,793
Auditors' remuneration	5,520	5,400
Other fees paid to auditors	<u> </u>	<u> </u>

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2021

3. Trustees expenses

No remuneration or benefits in kind was paid to any trustee in the year. No direct reimbursements for expenses to trustees were made during the financial year.

4. Pension commitments

The following payments were made to the company pension schemes in the year:

	<i>2021</i>	<i>2020</i>
Defined Benefit Scheme	3,335	3,332
Auto-enrolment Scheme (Defined Contribution)	14,326	16,332

At 31 March 2021 £1,058 (2020 £1,378) was payable to the fund. The defined benefit scheme is a multi-employer scheme, paid to the London Borough of Greenwich. As such the charity is unable to identify its share of the underlying gross assets and liabilities of the scheme in a consistent and reasonable basis. The above figures are based on the current year contributions.

5. Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

6. Staff costs

Staff costs for the year were as follows:	<i>2021</i>	<i>2020</i>
Wages and salaries	360,965	411,068
National insurance costs	26,584	29,673
Pension costs	13,984	14,593
	<u>401,533</u>	<u>455,334</u>

The average number of employees during the year, calculated on the basis of full time staff, was as follows:

	<i>2021</i>	<i>2020</i>
Direct staff	<u>24</u>	<u>25</u>

No employee was paid a salary greater than £60,000.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2021

7 Voluntary Income

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Donations and gifts	8,516	-	8,516	7,982
Legacies	755,000	-	755,000	-
Grants received and spot funding	47,092	109,688	156,780	119,158
Total	810,608	109,688	920,296	127,140

Grants Received and Spot Funding

Royal Borough of Greenwich	-	18,000	18,000	18,000
Metro Centre - Lets Sort It Out *	-	38,000	38,000	38,000
Big Lottery Fund - Greenlights	-	53,688	53,688	53,158
BBC Children In Need - Siblings Project	-	-	-	10,000
Job Retention Scheme	47,092	-	47,092	-
	47,092	109,688	156,780	119,158

7.2 Activities for Generating Funds

Fundraising and Events Income	1,549	-	1,549	15,418
Total voluntary income	1,549	-	1,549	15,418

Incoming resources from charitable activities

Service fees	78,628	-	78,628	175,250
Placement fees	262,205	-	262,205	259,308
Gateway Club	-	-	-	2,671
Other income	804	-	804	3,660
Riverwood Sales	1,413	-	1,413	3,094
Total	343,050	-	343,050	443,983

Total Income

1,155,208	109,688	1,264,896	586,540
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*In partnership with Royal Borough of Greenwich

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2021

8 Income by activity	Donations, gifts & legacies	Grants received	Fundraising	Other income	Placement fees	Sales	Service fees	Total
Let's Sort Out	-	38,000	-	-	-	-	-	38,000
Greenlights	-	53,688	-	-	-	-	-	53,688
Riverwood	-	-	-	-	262,205	1,413	1,206	264,824
Adult Services	-	18,000	-	-	-	-	-	18,000
Independent Living Services	-	-	-	-	-	-	77,422	77,422
Central services	8,516	-	1,549	804	-	-	-	10,870
Legacies	755,000	-	-	-	-	-	-	755,000
Job Retention Scheme	-	47,092	-	-	-	-	-	47,092
	763,516	156,780	1,549	804	262,205	1,413	78,628	1,264,896

9 Allocation of Support Costs

<u>Direct costs</u>	Independent Living	Adult Services	Riverwood	Greenlights	Siblings Project	Lets sort it out	Total Projects	Fundraising	Support costs & governance
Bank and Service Charges	-	-	-	-	-	-	-	-	83
Cleaning	-	-	416	-	-	-	416	-	1,041
Clinical Supervision	-	-	-	338	-	-	338	-	-
Fundraising Costs	-	-	-	-	-	-	-	-	-
Gateway Club Expenses	-	-	-	-	-	-	-	-	-
Groups, Meetings and Socials	-	-	-	-	367	-	367	-	-
Insurance and Fees	-	-	4,000	-	-	-	4,000	-	1,185
Office Expenses	1,078	-	2,618	144	-	10	3,850	-	14,642
Personnel Function	-	-	-	-	-	-	-	-	3,757
Postage - General	-	-	46	-	-	37	83	-	769
Premises Costs	-	2,880	13,800	1,325	-	-	18,005	-	-
Professional Fees - Audit	-	-	-	-	-	-	-	-	5,520
Professional Fees - Membership	-	-	-	-	-	-	-	-	307
Professional Fees - Payroll	-	-	-	-	-	-	-	-	2,408
Publicity Costs	-	-	-	-	-	-	-	-	48
Resources	120	40	866	-	-	40	1,066	-	-
Salaries and Related Costs	123,381	10,164	154,833	38,300	1,565	29,678	357,922	-	43,612
Telephone	2,418	-	4,263	290	128	720	7,819	-	3,192
Training	-	-	-	185	-	-	185	-	2,332
Travel	-	-	823	-	-	15	838	-	20
Depreciation	23	121	30	18	-	-	191	-	1,904
<u>Support costs allocated on the basis of fund size</u>	<u>0%</u>	<u>7%</u>	<u>64%</u>	<u>22%</u>	<u>0%</u>	<u>9%</u>	<u>100%</u>	<u>100%</u>	<u>100%</u>
Management Fee	-	5,352	49,901	17,892	-	7,676	80,820	-	(80,820)
Fundraising Costs	-	-	-	-	-	-	-	-	-
	127,020	18,557	231,597	58,491	2,060	38,176	475,900	-	-

Support costs are allocated by time spent by central staff and management.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2021

10 Tangible Fixed Assets	Investment Property £
Fair value	
At 1 April 2020	-
Additions	755,000
Disposals	-
Revaluations	-
At 31 March 2021	755,000

Investment property comprises of a residential property. The fair value of the investment property has been arrived at on the basis of a valuation carried out by the trustees on 20 April 2021. The valuation was made on an open market value basis by reference to market evidence of transaction prices for similar properties.

10 Tangible Fixed Assets	Office Equipment £	Motor Vehicles £	Website Costs £	Total £
Cost				
At 1 April 2020	31,755	7,460	5,414	44,629
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2021	31,755	7,460	5,414	44,629
Depreciation				
At 1 April 2020	26,604	6,515	3,130	36,249
Depreciation charge	1,288	236	571	2,095
At 31 March 2021	27,892	6,751	3,701	38,344
Net book values				
31 March 2021	3,863	709	1,713	6,285
31 March 2020	5,151	945	2,284	8,380

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2021

12 Debtors	2021	2020
	£	£
Trade debtors	47,591	44,285
Other debtors	13,663	13,602
Prepayments and accrued income	-	-
	<u>61,255</u>	<u>57,887</u>

13 Creditors	2021	2020
	£	£
Trade creditors	3,171	4,113
Other creditors	8,643	10,096
Accruals and deferred income	6,577	11,397
	<u>18,391</u>	<u>25,607</u>

14 Analysis of net assets between funds

	Net Current		
	Fixed assets	assets	Total
	£	£	£
Restricted funds	631	52,425	53,056
Unrestricted funds	5,654	1,081,495	1,087,149
	<u>6,285</u>	<u>1,133,920</u>	<u>1,140,205</u>

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2021

15 Statement of funds

	Balance B/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Balance C/fwd £
Restricted funds					
Royal Borough of Greenwich - Childrens services	41,282	-	-	-	41,282
Royal Borough of Greenwich - Lets sort it out	-	38,000	(38,176)	176	-
Royal Borough of Greenwich - Transition Worker	11,307	-	-	-	11,307
Royal Borough of Greenwich - Adult Activities	-	18,000	(18,557)	557	-
Big Lottery Fund - Greenlights	-	53,688	(58,491)	4,803	-
BBC Children In Need - Siblings Project	2,060	-	(2,060)	-	-
Other	467	-	-	(467)	-
	<u>55,116</u>	<u>109,688</u>	<u>(117,284)</u>	<u>5,069</u>	<u>52,589</u>
Designated funds					
Independent Living Service - Service fees	1,373	77,422	(127,020)	48,225	-
Riverwood - Service fees, placement fees and sales	243,634	264,824	(231,597)	-	276,861
EHC Independent Support Service	-	-	-	-	-
Oxleas - Workforce Development	-	-	-	-	-
	<u>245,007</u>	<u>342,246</u>	<u>(358,617)</u>	<u>48,225</u>	<u>276,862</u>
Unrestricted funds	<u>51,086</u>	<u>812,962</u>	<u>-</u>	<u>(53,294)</u>	<u>810,754</u>
Total funds	<u>351,210</u>	<u>1,264,896</u>	<u>(475,900)</u>	<u>-</u>	<u>1,140,205</u>

Restricted Funds

Royal Borough of Greenwich-

Let's sort it out and adult activities - support service for adults with a learning disability offering advice on a range of issues including benefits, health support, statutory agencies, advocacy and support at meetings.

Greenlights - provides behaviour support and intervention for children with learning disabilities and additional challenging behaviour.

16 Transfers

Funds have been transferred from unrestricted reserves to supplement the deficits on Royal Borough of Greenwich - Lets sort it out (£176), Royal Borough of Greenwich – Adult Activities (£557), Big Lottery Fund – Greenlights (£4,336) and Independent Living Service (£48,225). A transfer has also been made to fund the deficit on Big Lottery Fund – Greenlights of (£467) to make use of a historic unspent other fund for the same project.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2021

17 Operating lease commitments

At 31 March 2021 the company was committed to making the following payments under non-cancellable operating leases:

	2021	2020
Due within one year	6,552	6,552
Due after one year	3,276	9,828
	<u>9,828</u>	<u>16,380</u>

18 Related parties

The following transactions occurred with known related parties during the financial year:

- T Looker [Director of services] - £274.19 of direct reimbursement of expenses

There were no outstanding balances with any known related parties at the year end.

19 Other professional services provided by the auditors

In common with many other charities of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

20 Limited liability

The Trustees of the company guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

21 Restricted reserves in deficit

The deficits on Lets Sort It Out, Adult Activities and Greenlights have been funded from general reserves. Overall unrestricted reserves show a surplus of £1,087,616 (2020 – £296,095). This is made up of free reserves of £810,754 and designated reserves of £276,862.

22 Event after the reporting date

On 30 September 2021 the investment property held in the financial statements for the year ended 31 March 2021 was sold. Proceeds from sale amounted to £755,000.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2021

23 Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2021	2020
	£	£
Net income/(expenditure) for the reporting period	788,820	48,112
Adjustments for:		
Legacies received	(755,000)	-
Depreciation charges	2,095	2,793
Dividends, interest and rents from investments	174	251
(Increase)/decrease in debtors	(3,366)	26,739
Increase/(decrease) in creditors	(7,217)	1,869
Net cash provided by (used in) operating activities	<u>25,506</u>	<u>79,764</u>

24 Analysis of cash and cash equivalents

	2021	2020
	£	£
Cash in hand	<u>336,056</u>	<u>310,550</u>
Total cash and cash equivalents	<u>336,056</u>	<u>310,550</u>