

**Hammersmith and Fulham Mencap**  
**(A Company Limited by Guarantee)**

**REPORT AND FINANCIAL STATEMENTS**

**31st March 2022**

**Charity Number: 1150840**

**Company Number: 8155114**

## **Report of the Trustees for the Year Ending 31st 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.

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 (FRS 102) (update bulletin 2).

### **Our Purposes and Activities**

The principal activity of the charity as set out in its memorandum and articles of association is "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 challenge discrimination against people with a learning disability; 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."

In delivering their objects, Hammersmith and Fulham Mencap supports people with learning disabilities to have equal access to housing, employment, health services, day opportunities, education and leisure facilities.

The organisation provides a range of person-centred services and activities to adults with learning disabilities, disabled children and parents/carers of disabled children living in Hammersmith and Fulham and the surrounding area of west London.

Through our activities, we strive to support people to have equal access to all services and opportunities to be included in the community, ensuring that peoples' rights are respected and that user involvement is central.

### **The details of key areas of work delivered are as follows:**

**Parent/Carer Advocacy Worker (Children)** provides one to one advocacy support to parents/carers of disabled children in Hammersmith and Fulham. The parent/carer advocacy worker provides information on housing, health and education and supports parents to get the best possible services for their disabled child. The advocacy worker represents parents'/carers' views within commissioning and planning groups.

**Parentsactive Co-ordinator** facilitates a peer support group for parents/carers of disabled children to ensure that they have a say in service provision and development of services in the borough. The co-ordinator supports Parentsactive members to regularly produce a newsletter distributed to all parents of disabled children in the borough. This newsletter provides a source of information to parents on forthcoming events as well as important legislative information relating to disabled children. They have developed a separate interactive Website providing information to over 400 parents/carers of disabled children living in the borough.

**Youth Development Project Co-ordinator** supports young disabled people (aged between 13 and 25 years) to be involved in a positive transition from children to adult services. The Co-ordinator works with children's services, schools, colleges, employment, housing and adult learning disability services to ensure that the young person and their family/carers are fully involved in this process and have a say in their future life plans. This Project also offers social activities for young disabled people to develop friendship networks outside of school and college.

**Young People's Transition Practitioner** supports young people aged 14-25, with autism spectrum disorder and/or a learning disability who also experience mental health difficulties, to transition into adult services.

**My Life: Out and About** is our community based project that offers support for adults with a learning disability to access a wide range of activities of their choice within the community. People using this service pay for it using their personal budget provided by their Local Authority which enables them to choose what service they wish to use. It is a vital service constituting the lion's share of our income.

### **DBS checks (Disclosure Barring Service)**

All staff, trustees and volunteers are expected to undergo Enhanced Disclosure with the Criminal Records Bureau on appointment to their post within the service and every three years thereafter.

### **Achievements and Performance**

This has been a challenging year with many successes.

London Borough of Hammersmith and Fulham funded:

- Parent/Carer Advocacy £40,000
- My Life Activity Co-ordinator £20,000
- New Premises Grant £50,000

Other projects:

- Children In Need Post 3 year funding (Jul 2018 – 2021 extended to 2022 Q1) £11,004
- Bailey Thomas Trust - 1 year funding (2022) £15,000
- Henry Smith Post 3 year funding (Jul 2018 – 2021) £10,350
- Henry Smith Post 3 year funding (Jul 2021 – 2023) £31,125
- Julia and Hans Rausing Trust - MyLife support (2022) £36,553
- Parentsactive Co-ordinator support (ongoing) £17,811
- NHS Hammersmith & Fulham CGC Transition Practitioner Post (ongoing) £40,000
- Royal Mencap Sports England Tackling Inequalities (2022) £7,999
- Royal Mencap Treat Me Well (2022) £1,300
- Royal Mencap Lets Get Digital (2022) £850

Much time has gone into securing government and charitable support, without which, like many charities of our size, we would not have survived. MyLife provides the majority of our income. Economically managing staff numbers sufficient to respond to a fluctuating level of service users has been a severe management challenge.

### **Fundraising**

Members of Hammersmith and Fulham Mencap charity's fundraising team organise events and carry out fundraising activities in order to generate funds for the charity. The Charity does not use professional fundraisers or involve commercial participants.

There have been no complaints about fundraising activity this year.

The charity has due regard to the Code of Fundraising Practice in the UK. All the Charity's marketing activities are undertaken directly to ensure that they are not unreasonably persistent or intrusive. Marketing materials contain clear details of how to unsubscribe to future communications and care is taken to limit the level of communications being sent out.

### **Financial Review**

2021/22 has been a year of significant change with a move to new premises at the Addison Road Primary School site and the recovery of the MyLife service following the significant disruption and challenges faced during the Covid19 pandemic during the previous financial year. By the end of the year the service had returned to near normal activity levels.

The cost and pricing structure of the service was reviewed during the year and the resulting changes have put it on a more favourable financial footing for the following financial year. As a result of these changes and the level of support received for the MyLife service and premises costs, the overall result for the year was a surplus of £156k (2021 £102k deficit). This has enabled the charity to rebuild its reserves following the significant deficit suffered in the previous financial year.

### **Covid19 Impact**

Whilst services were able to operate throughout the period without further Covid related closures, customer numbers for the MyLife service remained below pre-Covid levels for much of the year and have only recently returned to more normal levels.

### **Investment Powers and Policy**

In accordance with the Charity's Articles the Trustees may invest the money of the Charity not immediately required for its purposes in or upon such investments, securities or properties as may be thought fit. The Charity does not currently hold any investments.

### **Reserves Policy and Going Concern**

In accordance with Charity Commission guidelines, the trustees have considered the level of unrestricted reserves which it is appropriate for the Charity to hold with the imperative that it should be able to continue to meet its charitable objectives in the short term in the event of a temporary shortfall in unrestricted income.

The unrestricted reserves requirement was made up of wind down costs of £106k to cover wages and redundancy costs, plus a £50k office move contingency. As at 31st March 2022 available unrestricted reserves were £207k (Unrestricted funds £217k less Fixed Assets £10k) exceeding the requirement by £51k and falling short of the £251k target by £44k.

The Trustees and Senior Management are focussed on consolidating unrestricted reserves during 2022/23 through a series of measures including:

- grant funding for MyLife & Core Costs target of £100k (grants of £40k had been secured by May 2022)
- increasing MyLife revenue by fully utilising the capacity of the new Addison Road premises
- maintaining and controlling costs
  - ensuring pay increments are within budget
  - frequently reviewing cost performance against budget and taking any corrective action required
  - completing the premises related spend from the 2021 funding received within budget
- extending the notice and break clause periods for the new premises
  - in progress with the landlord during May 2022
- a new strategic plan is now in place

Through these measures we seek to ensure our reserves exceed the minimum requirement set out in the Reserves Policy and move towards meeting the target levels set during 2022/23.

### **Plans for Future Periods**

The HF Mencap Business Strategy for the period April 2022 – March 2023 aims to ensure the long term, fully compliant, provision of essential learning disability services in Hammersmith and Fulham by a strong HF Mencap returning to adequate unrestricted reserves following the recent losses caused by the COVID pandemic. The Business strategy includes the following key elements:

Our key objectives are:

1. To diversify income: We will explore multiple fundraising opportunities including Trust funding as well as income from events, wills and legacies to rebuild reserve positions in the medium and long term and to reduce our vulnerability to fluctuations in income related to variance in MyLife attendance
2. To continue to deliver existing projects: We will continue to promote and deliver the MyLife Service – to increase numbers and referrals as the pandemic moves into the next phase whilst maintaining a viable financial model.
3. To develop new projects: We will strive to develop new projects reflecting the changing needs of people with learning disabilities during and post pandemic
4. To continue to maintain appropriate health and safety standards: We will continue to maintain appropriate health and safety precautions and standards, through risk governance, to safeguard our clients and staff. To ensure that we communicate our actions taken to clients and their families to provide reassurance.

### **Priority Actions for the future development and sustainability of the organisation**

Our Business Plan aims to build upon the Charity's core strengths and to continue to maintain our service - 'My Life: Out and About' - offering support to people with learning disabilities to access community facilities, training and other opportunities of their choice six days a week. However, HF Mencap is planning to explore various income diversification opportunities and where suitable, pursue them in synergy and partnership with other organisations.

The Charity is committed to developing and diversifying our fundraising strategy. In 2022/23 our priority will continue to be to generate sources of unrestricted funding through development of community fundraising which we have embarked upon this year. We have greatly increased our social media presence in the current financial year and aim to promote our fundraising activities to our growing digital audience.

We will continue to work together with the North West London Mencaps Consortium and the Young Hammersmith & Fulham Sync Consortium to identify funding opportunities to deliver a variety of services and activities across the West London boroughs.

The Charity will also continue in its campaigning role, addressing the concerns and issues as highlighted by our service users especially people with profound and multiple learning disabilities and their families. We have an ongoing Campaign (together with National Mencap) to improve the quality of health care provision in hospital for people with learning disabilities accessing NHS provision (Treat me well campaign).

The Charity will continue to campaign for affordable housing for people with learning disabilities, and to work with the Council to this end.

The Chief Executive continues to sit on a number of steering and planning groups to evaluate and monitor local health, housing and social care provision across the borough and to ensure that the voice of children and adults with learning disabilities is represented in the delivery and development of local health services.

We along with other local providers lost the contract for adult advocacy and hope to find alternative funding to continue this important part of our work.

#### **Reference and Administrative Details**

Charity Number: ~~10054060~~ 1150840

Company Number: 8155114

Registered Office: 72 Bolingbroke Road, London, England, W14 0AH.

#### ***Our advisers***

Auditors: Wenn Townsend, 5 Gosditch St, Cirencester GL7 2AG

Bankers: CAF Bank Limited, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

#### ***Directors and Trustees***

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

John Savage (Chair)\*

Samantha Johnson

Richard Shaw \*

Laura Douglas

Natalia Kalinowska (resigned 20 July 2021)

Annabel Naylor \*

Matthew Rabson (resigned 13 June 2022)

Sairma Ramakrishnan

Christian Redon (Treasurer) \*

Julian Hillman (Chair - resigned 13 June 2022) \*

Hannah Tiernan (resigned 20 July 2021)

(\* Members of the Finance Committee)

#### ***Key management personnel***

Teresa McGinn - Chief Executive

### **Structure, Governance and Management**

#### ***Governing Document***

HammerSmith and Fulham Mencap is a company limited by guarantee governed by its Memorandum and Articles of Association dated 22nd November 2017. It is registered as a charity with the Charity Commission.

#### ***Appointment of trustees***

The Executive Committee (EC) is elected at the Annual General Meeting each year. Trustees need to be re-elected after a period of 3 years. The two constitutional officers are the Chair and the Treasurer. No trustee receives any remuneration for his or her services. Fifteen percent of the EC is made up of people with learning disabilities or parent/carers of people with learning disabilities.

### ***Trustee induction and training***

Successful new candidates for EC membership are inducted into the organisation by the Chair who informs them of their roles, responsibilities and the governance of the organisation. They serve initially as co-opted members of the EC and are eligible to be formally elected with full voting rights at the AGM. Training is available to individual trustees through national providers or local e.g. SOBUS the local community and voluntary sector association which assists voluntary organisations within the London Borough of Hammersmith and Fulham to be effective organisations.

### ***Organisation***

The day-to-day management and strategic development of the Charity is undertaken by the Chief Executive who is accountable to the Executive Committee (EC) made up of trustee/directors and constitutional officers. The Chief Executive reports on a monthly basis to the EC on all aspects and activities of the organisation. The EC meets a minimum of four times per year. The annual budget is approved by the EC and monitored through the Finance Committee which reports to the EC.

### ***Related parties and co-operation with other organisations***

None of our trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager of the charity with a supplier or employee must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party.

Hammersmith and Fulham Mencap is affiliated, as required by its Memorandum and Articles of Association with Royal Mencap to which it pays an annual subscription. Grants of £10,149 were received from Royal Mencap in 2021/22.

### ***Pay policy for senior staff***

The Charity's trustees are also directors of the Charity Company. All directors give of their time freely and no director received remuneration in the year. Details of directors' expenses and related party transactions are disclosed in note 11 to the accounts.

The pay of the senior staff is reviewed annually and the directors benchmark against pay levels in charities of a similar size run on a voluntary basis.

### ***Risk management***

Due to the pressing impact of COVID and resultant financial pressures, coupled with the difficulty in finding new premises and dealing with necessary redundancies, both Board meetings and Finance Sub. Committee meetings were dominated by risk management. These meetings happened much more frequently than usual because of the constant changes of circumstances managing the pandemic threw up. Keeping staff and service users safe, avoiding the spread of Covid and taking advice from Public Health England were always in trustees minds. Now that a sufficient level of stability has been secured, resources are being made available from the operational team and trustees to conduct dedicated quarterly risk assessment reviews feeding into the Board.

### ***Trustees' responsibilities in relation to the financial statements***

The charity trustees (who are also the directors of Hammersmith and Fulham Mencap for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

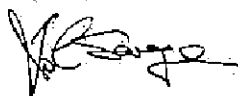
Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that 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 applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that 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 to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence 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.

By order of the board of trustees



John Savage (Chair)

20 December 2022



**Hammersmith and Fulham Mencap  
(A Company Limited by Guarantee)**

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF Hammersmith and Fulham Mencap**

**Opinion**

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

**Opinion on financial statements**

In our opinion the financial statements:

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

**Basis for opinion**

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

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISA's (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 charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least 12 months from the date when the financial statements are authorised for issue.

**Hammersmith and Fulham Mencap  
(A Company Limited by Guarantee)**

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF Hammersmith and Fulham Mencap**

**Other information**

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

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

We have nothing to report in this regard.

**Matters on which we are required to report by exception**

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

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

**Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 7, the trustees (who are also directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

**Auditor's responsibilities for the audit of financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

**Hammersmith and Fulham Mencap  
(A Company Limited by Guarantee)**

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF Hammersmith and Fulham Mencap**

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 it 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.

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

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

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

**Hammersmith and Fulham Mencap  
(A Company Limited by Guarantee)**

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF Hammersmith and Fulham Mencap**

**Use of report**

This report is made solely to the charitable company's trustees, as a body, in accordance with part 14 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Wenn Townsend**  
**Chartered Accountants**  
**Statutory Auditor**

*Wenn Townsend*

**Date:** 21 / 12 / 2022

Wenn Townsend is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

**Hammersmith and Fulham Mencap**  
**(A Company Limited by Guarantee)**  
**Statement of Financial Affairs**  
**(Including Income and Expenditure Account)**  
**for the year ending 31st March 2022**

	Note	Unrestricted Funds £	Restricted Funds £	Total funds 2022 £	Total funds 2021 £
<b>Income</b>					
Donations and legacies	4	1,571	0	1,571	6,702
Charitable activities	5	749,289	219,063	968,352	799,817
Investments	6	0	0	0	0
<b>Total income</b>		<b>750,860</b>	<b>219,063</b>	<b>969,923</b>	<b>806,519</b>
<b>Expenditure</b>					
Charitable activities	7	(609,425)	(204,722)	(814,147)	(908,672)
<b>Total expenditure</b>		<b>(609,425)</b>	<b>(204,722)</b>	<b>(814,147)</b>	<b>(908,672)</b>
Transfers		0	0	0	0
<b>Net movement in funds</b>		<b>141,435</b>	<b>14,341</b>	<b>155,776</b>	<b>(102,153)</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		59,782	20,097	79,879	182,032
<b>Total funds carried forward</b>		<b>201,217</b>	<b>34,438</b>	<b>235,655</b>	<b>79,879</b>

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

The notes on pages 16 to 27 form an integral part of these financial statements.

**Hammersmith and Fulham Mencap**  
**(A Company Limited by Guarantee No.8155114)**  
**Balance Sheet**  
**as at 31st March 2022**

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	15	10,143	29,540
<b>Total fixed assets</b>		<u>10,143</u>	<u>29,540</u>
<b>Current assets</b>			
Debtors	16	189,543	99,382
Cash at bank and in hand		226,322	88,075
<b>Total current assets</b>		<u>415,865</u>	<u>187,457</u>
<b>Liabilities</b>			
Creditors falling due within one year	17	190,353	137,118
<b>Net current assets</b>		<u>225,512</u>	<u>50,339</u>
<b>Net assets</b>		<u>235,655</u>	<u>79,879</u>
<b>The funds of the charity:</b>	19		
Restricted income funds		34,438	20,097
Unrestricted funds		201,217	59,782
<b>Total charity funds</b>		<u>235,655</u>	<u>79,879</u>

For the year ended 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies but as this company is a charity, it is subject to audit or independent examination under the Charities Act 2011.

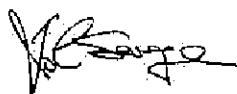
**Directors' responsibilities:**

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 and the Charities SORP (FRS 102).

These financial statements were approved and authorised for issue by the Trustees on

20 December 2022 and signed on their behalf by:



JOHN SAVAGE, CHAIR



CHRISTIAN REDON, TREASURER

The notes on pages 16 to 27 form an integral part of these financial statements.

**Hammersmith and Fulham Mencap**  
**(A Company Limited by Guarantee)**  
**Statement of Cash Flows**  
**as at 31st March 2022**

	Note	2022 £	2021 £
<b>Cash flows from operating activities</b>			
Net cash provided by (used in) operating activities	(i)	<u>138,247</u>	<u>(30,111)</u>
		<u><b>138,247</b></u>	<u><b>(30,111)</b></u>
<b>Cash flows from investing activities:</b>			
Interest received		0	0
Purchase of premises / plant and equipment		0	(1,672)
Net cash provided by (used in) investing activities		<u>0</u>	<u>(1,672)</u>
<b>Change in cash &amp; cash equivalents in the reporting period</b>		<u><b>138,247</b></u>	<u><b>(31,783)</b></u>
Cash and cash equivalents at start of the reporting period		88,075	119,858
Cash and cash equivalents at end of the reporting period		<u><b>226,322</b></u>	<u><b>88,075</b></u>
<b>(i) Reconciliation of net movement in funds to net cash flow from operating activities</b>			
Net movement in funds		155,776	(102,153)
Depreciation		9,086	10,462
Loss on disposal of premises / plant and equipment		10,311	
Interest received		0	0
Decrease / (increase) in debtors		(90,161)	42,995
Increase / (decrease) in creditors		53,235	18,585
Net cash provided by / (used in) operating activities		<u><b>138,247</b></u>	<u><b>(30,111)</b></u>

The notes on pages 16 to 27 form an integral part of these financial statements.

**Hammersmith and Fulham Mencap  
(A Company Limited by Guarantee)  
Notes to the Financial Statements  
for the year ended 31st March 2022.**

**1. Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

**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 (FRS 102) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Hammersmith and Fulham Mencap meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

**Income**

Grants receivable are credited to the Statement of Financial Activities (SOFA) in the year in which they are receivable. Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.

Other income is accounted for on an accruals basis as far as is prudent to do so. Income included any income tax recoverable thereon. It is the charity's policy to show income before deduction of expenses except where otherwise stated.

**Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

**Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects.



**Hammersmith and Fulham Mencap**  
**(A Company Limited by Guarantee)**  
**Notes to the Financial Statements**  
**for the year ended 31st March 2022**

**1. Accounting Policies (continued)**

**Expenditure and irrecoverable VAT**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party; it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Expenditure on charitable activities includes the costs of delivering services & other activities together with their associated support costs

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

**Allocation of support costs**

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity's activities. These costs have been allocated to expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 9.

**Operating leases**

The charity classifies the lease of telephone, printing and other equipment as operating leases; the title to the equipment remains with the lessor and the equipment is replaced before the end of its economic life. Rental charges are charged on a straight line basis over the term of the lease.

**Tangible fixed assets**

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

- Premises (specialist facilities with an ongoing value in business)
  - 2014/15 & prior: 25% of cost per annum
  - 2015/16 onwards: 10% of cost per annum
- Equipment: 25% of cost per annum
- Motor vehicles: 25% of cost per annum

**Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**Hammersmith and Fulham Mencap  
(A Company Limited by Guarantee)  
Notes to the Financial Statements  
for the year ended 31st March 2022**

**1. Accounting Policies (continued)**

**Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**Financial instruments**

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**Pensions**

Since October 2016 employees are automatically enrolled into a defined contributions pensions scheme operated by B&CE Peoples Pension. Employees can subsequently opt out. Employees joining the scheme, contract directly with the pension company.

The charity makes a matching contribution of 3% (2021: 3%) of qualifying earnings to this pension scheme and acts as agent in collecting and paying over employee pension contributions. The contributions made for the accounting period are treated as an expense and were £10,900 (2021: £11,313).

**Termination Payments**

Employees leaving the Charity will receive salary/wages, pension contribution and accrued holiday pay due on the next available payroll run following cessation of their employment. These payments are taxable and subject to PAYE deductions. An employee entitled to statutory redundancy pay will receive this without deductions. Where an employment ceases subject to a legal agreement or other agreed settlement between the Charity and the employee and where any additional severance payments are due these shall be paid without deduction up to a total limit to include any statutory redundancy payment of £30,000 per employee with any excess being subject to PAYE. In all cases the Charity will seek to minimise the level of such payments through an externally run arbitration process and more generally through ensuring internal Human Resource procedures are as effective as possible.

**Hammersmith and Fulham Mencap**  
**(A Company Limited by Guarantee)**  
**Notes to the Financial Statements**  
**for the year ended 31st March 2022**

**2. Legal status of the charity**

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The charity is registered and incorporated in England and Wales and its registered address is: 65 Aspenlea Road, London, W6 8LH.

**3. Financial Performance of the charity**

The Statement of Financial Activities states the financial performance of the charity.

**4. Income from donations and legacies**

	2022 £	2021 £
Donations and fundraising (restricted)	0	0
Donations and fundraising (unrestricted)	1,571	6,702
	<u>1,571</u>	<u>6,702</u>

**5. Income from charitable activities**

	2022 £	2021 £
Grants receivable		
- Restricted	219,063	169,813
- Unrestricted	93,500	225,399
	<u>312,563</u>	<u>395,212</u>
Individual budgets and direct payments (restricted)	0	0
Individual budgets and direct payments (unrestricted)	655,789	404,605
Contribution to building costs from serviced office hire & other income	0	0
	<u>968,352</u>	<u>799,817</u>

**6. Investment income**

	2022 £	2021 £
Interest received	0	0
	<u>0</u>	<u>0</u>

**Hammersmith and Fulham Mencap**  
**(A Company Limited by Guarantee)**  
**Notes to the Financial Statements**  
**for the year ended 31st March 2022**

**7. Analysis of expenditure on charitable activities**

		<b>Adult &amp; Children's services</b>	<b>Restricted grant funded projects</b>	<b>Total 2022</b>	<b>Total 2021</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Staffing and related costs		398,906	129,089	527,995	630,734
Direct project costs		33,041	52,646	85,687	47,411
Support & governance costs	9	177,478	22,988	200,466	230,527
		<u>609,425</u>	<u>204,723</u>	<u>814,148</u>	<u>908,672</u>

Analysis between restricted and unrestricted expenditure:

Restricted	0	204,723	204,723	156,235
Unrestricted	609,425	0	609,425	752,437
	<u>609,425</u>	<u>204,723</u>	<u>814,148</u>	<u>908,672</u>

**8. Summary analysis of expenditure and related income for charitable activities**

This table shows the cost of the two main charitable activities and the sources of income directly to support those activities.

	<b>Adult &amp; Children's services</b>	<b>Restricted grant funded projects</b>	<b>Total 2022</b>	<b>Total 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Costs	(609,425)	(204,723)	(814,148)	(908,672)
Personal budgets and direct payments	655,789	0	655,789	404,605
Direct grant support	93,500	219,063	312,563	395,212
Net income	<u>139,864</u>	<u>14,340</u>	<u>154,204</u>	<u>(108,855)</u>

**Hammersmith and Fulham Mencap**  
**(A Company Limited by Guarantee)**  
**Notes to the Financial Statements**  
**for the year ended 31st March 2022**

**9. Analysis of governance and support costs**

The charity initially identifies the costs of its support functions. It then identifies those costs which relate to governance. Having identified its governance costs, the remaining support costs together with the governance costs are apportioned between the charitable activities undertaken (see note 8) in the year.

Support and governance costs are apportioned to charitable activities in proportion to their income for the year up to a maximum of 17% for restricted funds with the balance to unrestricted funds.

	<b>General Support</b>	<b>Governance</b>	<b>Total 2022</b>	<b>Total 2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Salary, wages & related costs	68,144		68,144	53,310
Building service charges & rent	26,657		26,657	31,437
Business rates	7,501		7,501	15,002
Insurance	2,481		2,481	2,296
Training	2,954		2,954	4,082
IT costs	8,220		8,220	17,668
General office costs	22,405		22,405	53,988
Audit		5,760	5,760	5,400
Finance & HR costs	38,715		38,715	39,118
Legal	480		480	13
Depreciation	6,839		6,839	8,213
Loss on disposal of fixed assets	10,310		10,310	0
	<b>194,706</b>	<b>5,760</b>	<b>200,466</b>	<b>230,527</b>

**10. Net income/(expenditure) for the year**

<b>This is stated after charging:</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Operating leases	30,283	30,246
Depreciation	6,839	8,213
Audit fees	5,760	5,400
	<b>42,882</b>	<b>43,859</b>

**Hammersmith and Fulham Mencap  
(A Company Limited by Guarantee)  
Notes to the Financial Statements  
for the year ended 31st March 2022**

**11. Analysis of staff costs, trustee remuneration and expenses and the cost of key management personnel**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Salaries and wages	535,027	619,854
Social security costs	50,212	52,877
Pension costs	10,900	11,313
Termination payments	0	0
	<u>596,139</u>	<u>684,044</u>

One employee had employee benefits in excess of £60,000 but less than £70,000 (2021: 1). The charity established an occupational pension scheme with B&CE People's Pension on 1st October 2016 in order to meet its obligations under the auto-enrolment regulations. Employer contributions are at a rate of 3% (2021: 3%) on the qualifying earnings of eligible employees.

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2021: £nil) neither were they reimbursed expenses during the year (2021: £nil). No charity trustee received payment for professional or other services supplied to the charity (2021: £nil).

The key management personnel of the charity comprise the trustees and the Chief Executive Officer. The total employee benefits (including employer pension contribution but excluding employer national insurance) of the key management personnel of the Trust were £61,321 (2021: £60,874).

**12. Staff numbers**

The average monthly head count was 26 staff (2021: 36 staff) and the average monthly number of full-time equivalent employees (including casual and part-time staff) during the year were as follows:

	<b>2022</b>	<b>2021</b>
	<b>Number</b>	<b>Number</b>
Staff employed in direct charitable activities	21	20
Management and administration	3	2
	<u>24</u>	<u>22</u>

**Hammersmith and Fulham Mencap  
(A Company Limited by Guarantee)  
Notes to the Financial Statements  
for the year ended 31st March 2022**

**13. Government grants**

The following grants income was receivable from government bodies during the year:

	2022	2021
	£	£
London Borough of Hammersmith & Fulham	110,000	70,560
NHS/CCGHE	40,000	40,000
HMRC Job Retention Scheme	14,205	130,688
	<u>164,205</u>	<u>241,248</u>

**14. Corporate taxation**

As a charity Hammersmith And Fulham Mencap is exempt from tax on income and gains falling within the Income Taxes Act 2007 Section 524 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

**Hammersmith and Fulham Mencap**  
**(A Company Limited by Guarantee)**  
**Notes to the Financial Statements**  
**for the year ended 31st March 2022**

**15. Tangible fixed assets**

	Premises £	Equipment £	Motors £	Total £
Cost				
Balance as at 1.4.21	43,486	43,411	8,995	95,892
Additions	0	0	0	0
Disposals	(43,486)	(16,709)	0	(60,195)
Balance as at 31.3.22	0	26,702	8,995	35,697
Depreciation				
Balance as at 1.4.21	(31,931)	(31,610)	(2,811)	(66,352)
Charged for year	(1,244)	(5,593)	(2,249)	(9,086)
Disposals	33,175	16,709	0	49,884
Balance as at 31.3.22	0	(20,494)	(5,060)	(25,554)
Net book value 31.3.22	0	6,208	3,935	10,143
Net book value 31.3.21	11,555	11,801	6,184	29,540

**16. Debtors**

Amounts falling due within one year

	2022 £	2021 £
Trade debtors	176,748	73,423
Other debtors	0	494
Accrued income	0	10,458
Prepayments	12,795	15,007
	<u>189,543</u>	<u>99,382</u>

**17. Creditors**

Amounts falling due within one year

	2022 £	2021 £
Tax and social security	9,121	11,398
Accruals and deferred income	162,195	101,626
Trade and other creditors	19,037	24,096
	<u>190,353</u>	<u>137,120</u>



**Hammersmith and Fulham Mencap  
(A Company Limited by Guarantee)  
Notes to the Financial Statements  
for the year ended 31st March 2022**

**18. Deferred income**

Deferred income comprises amounts received from grant and funding bodies that relate to income awarded relating to the following financial year.

	£
Balance at 1.4.21	(63,670)
Amount released to income earned from charitable activities	63,670
Amount deferred in year	(131,691)
	<u>(131,691)</u>

**19. Analysis of charitable funds**

**Analysis of movements in unrestricted funds:**

	Balance 1.4.21	Incoming Resources	Resources Expended	Transfers to/from restricted funds	Funds 31.3.22
	£	£	£	£	£
General fund	59,782	750,860	(609,425)	0	201,217
	<u>59,782</u>	<u>750,860</u>	<u>(609,425)</u>	<u>0</u>	<u>201,217</u>

**Analysis of movements in restricted funds:**

	Balance 1.4.21	Incoming Resources	Resources Expended	Transfers to/from restricted funds	Funds 31.3.22
	£	£	£	£	£
Advocacy (Parent Carer)	0	40,000	(40,000)	0	0
Parentsactive	0	17,811	(17,811)	0	0
Children in Need	0	11,004	(11,004)	0	0
Henry Smith	11,689	10,350	(22,039)	0	0
Henry Smith (Fy21-23)	0	31,125	(28,028)	0	3,097
LBHF New Premises Grant	0	50,000	(30,603)	0	19,397
Let Me Play Grants	0	8,624	(8,256)	0	368
Royal Mencap (Lets Get Digital)	0	850	(250)	0	600
Royal Mencap & Sports England (Tackling Inequalities)	0	7,999	(5,728)	0	2,271
Royal Mencap (Treat Me Well)	0	1,300	(778)	0	522
NW London CCG LBHF Transition Post	8,408	40,000	(40,225)	0	8,183
	<u>20,097</u>	<u>219,063</u>	<u>(204,722)</u>	<u>0</u>	<u>34,438</u>

**Hammersmith and Fulham Mencap  
(A Company Limited by Guarantee)  
Notes to the Financial Statements  
for the year ended 31st March 2022**

**19. Analysis of charitable funds (continued)**

Name of restricted fund description, nature and purposes of the fund:

Advocacy (Core & Parent Carer)	Core Advocacy & Parent Carer Advocacy Posts funded by the London Borough of Hammersmith and Fulham
Parentsactive coordinator	Part funds a co-ordinator of the Parentsactive service employed by HF Mencap.
Children in Need	Programme of workshops, discussion sessions and activities which will enable choice and control for young people with learning disabilities.
Henry Smith / Henry Smith FY21-23	Funding of a part-time assistant and part-time sessional workers providing activities for young people with learning disabilities in transition to adulthood
LBHF New Premises Grant	Support from the London Borough of Hammersmith and Fulham for rent and renovation/fit out costs associated with the move from the Aspenlea Road premises to those located at Addison School
Let Me Play Grants	Grant funding from Let Me Play Ltd for activities during school holidays
Royal Mencap (Lets Get Digital)	Funding for IT equipment to support people with learning disabilities
Royal Mencap & Sports England (Tackling Inequalities)	Funding for gym and sports equipment
Royal Mencap (Treat Me Well)	Funding for projects delivering to specific themes
NW London CCG LBHF Transition Post	Provision of a Transition Practitioner working in collaboration with CAMHS and other local services with young people in transition

**20. Analysis of group net assets between funds**

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
Tangible fixed assets	10,143		10,143	29,540
Cash at bank and in hand	191,884	34,438	226,322	88,075
Other net current assets/(liabilities)	(810)		(810)	(37,736)
	<u>201,217</u>	<u>34,438</u>	<u>235,655</u>	<u>79,879</u>

**Hammersmith and Fulham Mencap**  
**(A Company Limited by Guarantee)**  
**Notes to the Financial Statements**  
**for the year ended 31st March 2022**

**21. Post Balance Sheet Events**

The trustees were not aware of any post balance sheet events at the date of preparation of the 2022 financial statements and accordingly there are no related provisions.

<b>22. Operating leases</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Office equipment which expire:		
Within one year	0	864
Between one and five years	0	864
More than five years	0	0
Motor vehicles which expire:		
Within one year	2,611	2,611
Between one and five years	3,264	5,875
More than five years	0	0
Premises Lease - Addison School (2021: 65 Aspenlea Rd)		
Within one year	11,400	9,517
Between one and five years	0	0
More than five years	0	0

The totals above represent the total future minimum lease payments under non-cancellable operating leases.

<b>23. Capital Commitments</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Capital expenditure that has been contracted for but has not been provided for in the financial statements	0	0
Capital expenditure that has been authorised by the Board but has not yet been contracted for	0	0

**24. Related Party Transactions**

There were no related party transactions during the year.