

SHEFFIELD MENCAP

(A company limited by guarantee and not having a share capital)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

SHEFFIELD MENCAP

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FOR THE YEAR ENDED 31 MARCH 2023

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SHEFFIELD MENCAP

LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 MARCH 2023

STATUS

The organisation is a charitable company limited by guarantee and governed by its memorandum and articles of association. The charity exists as a separate legal entity and is independent of the national charity the Royal Mencap Society.

DIRECTORS & TRUSTEES

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. In accordance with the Articles of Association the trustees are nominated and elected by the members in general meetings. The elected trustees have the power to co-opt other members to the board of trustees to fill specialist roles. The trustees are normally elected on the basis that they are suitably experienced to carry out the functions expected from members of the board.

The trustees serving during the period and since the period end were as follows:

N. Cosgrove	- Chair
C. Sterry	- Treasurer
C. Walker	- Vice Chair
K. Pugh	- Vice Chair
D. Wand	
M. Baxter	
J.A. Badger	
J. Thompson	
A.J. Tkacz	
C.A. Carter-Shepherd	- Appointed 6 th Feb 2023
L. Ward	- Resigned 17 th Nov 2022
T.F. Viner	- Resigned 17 th Nov 2022
H. Cooper	- Resigned 17 th Nov 2022
J.C. Mitchell	- Resigned 22 nd Mar 2023

COMPANY SECRETARY

D. Swindlehurst

CHIEF EXECUTIVE

D. Swindlehurst

SENIOR MANAGERS

Jonathan Raimondi – Appointed 25th Apr 2022
Kelly Daubney – Appointed 15th June 2022

COMPANY NUMBER

3168775

CHARITY NUMBER

1056155

REGISTERED OFFICE

Norfolk Lodge
Park Grange Road
Sheffield
S2 3QF

BANKERS

Lloyds Bank plc
1 High Street
Sheffield
S1 2GA

STATUTORY AUDITORS

Marriott Gibbs Rees Wallis Limited
Unit 4
Broadfield Court
Sheffield
S8 0XF

The trustees present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2023 which are 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 to the UK and Republic of Ireland published in October 2019.

Legal and administrative information set out on page 1 forms part of this report.

Objects and activities of the charity

Our vision is that all people with a learning disability and their carers in Sheffield are valued, included and respected so they can live fair, full and happy lives. Our charity exists to provide and support activities and services that improve the quality of life for people with learning disabilities and their carers in Sheffield. To achieve this object, the charity operates a number of projects, listed below.

Aims

In all our work Sheffield Mencap aims to:

- listen and respond to the needs of people with learning disabilities, their families and carers
- offer a range of activities to promote the well-being and quality of life of people with learning disabilities and their families and carers
- recognise that people's circumstances vary enormously and adapt what we do to meet the needs of individuals and their families
- welcome diversity in our members, staff and volunteers
- work with other organisations that share our vision and values
- provide a safe, secure, and nurturing environment
- deliver a professional service with a strong commitment to quality, safeguarding, sustainability and governance.

Public benefit

The trustees consider that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charities Commission and that the detailed review of activities, set out in this Annual Report, demonstrates that the charity delivers public benefit.

Governing Document

Sheffield Mencap is a company limited by guarantee governed by its Memorandum and Articles of Association incorporated 6 March 1996 as amended by special resolution dated 14 February 2005 and 3 June 2010. It is registered as a charity with the Charity Commission.

Organisation

The board of trustees comprises of up to 16 members who meet bi-monthly to administer the charity. A chief executive is appointed by the trustees to manage the day-to-day operations of the charity. The list of the trustees and method of election are given in full on page 1.

Key Management Personnel Remuneration

Annually, the remuneration of the key management personnel is set using the NJC pay scales as a guide and benchmark with the consideration and review of comparable and relevant salaries relating to similar employment positions.

Financial review

Financial sustainability is a key priority for Sheffield Mencap and Gateway. The trustees monitor the income and expenditure throughout the year which also includes the management of funds brought forward to ensure that the charity only expends available funds.

The net income for the year amounted to £75,682 (2022 - net income £144,764). Of this net amount, general funds increased by £124,994 and restricted funds decreased by £49,312. Total funds now stand at £986,686 (2022 - £911,004).

Service offer

We currently run the following range of services and activities:

Gateway

Our long-established and much-loved evening social and leisure service runs on four nights each week and continues to attract large numbers of members. There are three adult evenings all of which depend on numerous volunteers to help deliver activities. A varied range of Music, Art, Sport and Cooking activities are provided. We also have a children and young people's club running each Friday evening (TGIF) and parents are encouraged to stay and meet for mutual support.

Activity and Learning Hub

This service runs 5 days a week at Norfolk Lodge and is extremely popular with our members who fund their place through their social care plan. The Activity and Learning Hub offers a wide range of accredited and non-accredited sessions to our members to provide engaging, challenging and creative opportunities for development and progression.

Carers Support Services

These highly valued services provide practical support to family carers of people with learning disabilities and comprises of advice and information work and an outreach project, offering creative group work with carers and the cared for meeting together. We also deliver a popular 'Sunday Lunch Club' giving opportunity for older carers and the person they care for to meet up every month for fun, friendship and a hot meal.

Out & About

Out and About provides a flexible short breaks service to people with a learning disability and their family carers. The project does this mainly through small group activities in the community in the evenings and weekends, and also incorporates a wide range of sports and fitness sessions delivered at Norfolk Lodge and in the community.

Children's Services

We provide a range of projects for Children and Young People, including the Short Breaks Service running on Saturdays and in school holidays, a combined Children's Hub on Saturday mornings including specific services to support children and young people develop their communication skills and confidence, and the very popular Children's Fitness group.

Health and Wellbeing Services

During the year we have expanded the range of new services to improve the health and well-being of our members and carers. These include work to support people with learning disability to access annual health checks within primary care, extensive work to support understanding of vaccine programmes and improve access to these where needed, and group sessions with members to encourage behaviour change in their approaches to diet and exercise.

Reserves policy

The executive committee have developed a policy whereby the unrestricted funds not committed or invested in the tangible fixed assets (the free reserves) the charity holds should be six months of the resources expended. At this level, the trustees feel that they would be able to carry on the charity's activities in the event of a significant drop in funding, and if required, allow sufficient time to close down services with enough notice that our members have a chance to find an alternative service to reduce distress and anxiety. It would then be necessary to consider how funding would be replaced or the activities of the organisation changed. The free reserves at 31 March 2023 were £722,847 which represents around 10 months of total expenditure.

Future strategy

The challenges and context, alongside our success in delivering significant improvements and change in recent years, put us in a good place as we move into this new business planning cycle. We have set our priorities for the next three years as to:

- 1. Increase choice and opportunities for people with a learning disability and their families across Sheffield.**
- 2. Develop the voice and visibility of people with a learning disability and their families in Sheffield.**
- 3. Improve our service to people with a learning disability and their families through investment in our organisation.**

Investment policy

In accordance with the company's Memorandum and Articles of Association, the trustees have power to invest monies of the Charity not immediately required for its purposes, as may be thought fit. The management committee will consider suitable investments, securities or properties at such time as the level of reserves justifies a change in the current arrangements.

Principal funding sources

The introduction of individual budgets and plans means that everyone who chooses to use our services can pay for their place out of their own budget. We also look to Charitable Grants and Foundations for support, alongside grants from the public sector, and place a value on our services by charging low cost 'subscriptions' for attending where required. We also have a number of small public sector contracts to deliver some of our Childrens and Health services.

Fundraising policy

Sheffield Mencap and Gateway procures funds through grant and trust fundraising, community fundraising and donations and legacies. During the financial year 2022/23, Sheffield Mencap obtained grants written by our Fundraising Manager. Sheffield Mencap's financial affairs are conducted in a responsible manner, consistent with the ethical obligations of stewardship and legal requirements of Charity Commission regulations. The Fundraising Manager is a member of the Institute of Fundraising which sets out a standard for Fundraisers and abides by this standard in their work for Sheffield Mencap and Gateway.

Sheffield Mencap closely monitors any individual or organisation that solicits funds on its behalf to ensure adherence to donor intent as well as accountable, transparent and responsible fundraising practices. The CEO monitored the activities carried out by the Fundraising Manager through regular meetings and review. There were no complaints received by the charity in relation to its Fundraising activities.

Donors' privacy will always be respected and records will be kept confidential in line with our Data Protection Policy that is fully compliant with the 2018 Data Protection Act. Donors' have the right to see their own record, to challenge its accuracy and to have their details removed. All requests from donors or prospective donors requiring that fundraising contact cease will have their request actioned by Sheffield Mencap. Sheffield Mencap does not share the personal data of individual donors with any external party.

Risk review

We hold, maintain and regularly update a Risk Register to ensure that the main organisational and operational risks are well managed.

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also directors of Sheffield Mencap for the purposes of company law) 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).

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

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

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

Statement as to disclosure to our auditors

In so far as the trustees are aware:

- there is no relevant audit information, of which the charity's auditor is unaware; and
- the trustees have each taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Members of the executive committee and members of the charity

Members of the executive committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1. No remuneration or expenses are paid to the directors in respect of their duties as trustees.

Members of the charitable company guarantee an amount not exceeding £1 to the assets of the charitable company in the event of winding up.

Auditors

Marriott Gibbs Rees Wallis Limited were appointed as the charitable company's auditors and have expressed their willingness to continue in that capacity.

Approval

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

Approved by the Executive Committee on 15th November 2023 and signed on its behalf by:

K. Pugh - Director and Trustee



REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS

FOR THE YEAR ENDED 31 MARCH 2023

Independent Auditor's Report on the Financial Statements to the Members of Sheffield Mencap

Opinion

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

In our opinion the financial statements:

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

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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

Matters on which we are required to report by exception

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

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

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

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 4 the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor's responsibilities for the audit of the financial statements

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

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:

Based on our understanding of the charity and the environment in which it operates we identified that the principal risks of non-compliance with laws and regulations related to UK tax legislation, pensions legislation, employment regulation and health and safety regulation, anti-bribery, corruption and fraud, money laundering and we considered the extent to which non-compliance might have a material effect on the financial statements. We also considered those laws and regulations that have a direct impact on the preparation of the financial statements being the Companies Act 2006, Charities Act 2011, and Charity SORP 2019.

We evaluated trustees' and management's incentives and opportunities for fraudulent manipulation of the financial statements, including the risk of overriding internal controls, and determined that the principal risks related to the incorrect classification and recognition of income and posting inappropriate journal entries. Audit procedures performed included the following:

- Discussion with management regarding their knowledge or suspicion of instance of non-compliance with laws and regulations and fraud;
- Evaluating management's controls designed to prevent and detect irregularities;
- Reviewing correspondence and documentation from funders for significant receipts;
- Inspection of relevant legal correspondence;
- Identifying and testing journals, in particular those for large amounts, unusual descriptions or those for year end adjustments;
- Evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business;
- Assessing whether the judgements made in making accounting estimates are indicative of any potential bias; and
- Reviewing the minutes of trustee meetings.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, misrepresentations, forgery or through collusion.

There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

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 Report of the Independent Auditors.

Use of our report

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



Alan Pickstone FCCA (Senior Statutory Auditor)
For and on behalf of Marriott Gibbs Rees Wallis Limited
Chartered Certified Accountants and Statutory Auditor
Unit 4, Broadfield Court
Sheffield
S8 0XF

Date: 15 November 2023

SHEFFIELD MENCAP

STATEMENT OF FINANCIAL ACTIVITIES (Including Income and Expenditure Account)

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	YEAR END 31 MAR 23 RESTRICTED £	YEAR END 31 MAR 23 UNRESTRICTED £	YEAR END 31 MAR 23 TOTAL £	YEAR END 31 MAR 22 TOTAL £
Income from:					
Donations, legacies & similar income	2	12,702	233,669	246,371	240,679
Charitable activities	3	73,071	625,708	698,779	817,768
Other trading activities	4	-	245	245	40
Investment income		-	776	776	-
Total income		<u>85,773</u>	<u>860,398</u>	<u>946,171</u>	<u>1,058,487</u>
Expenditure on:					
Fund-raising		-	8,063	8,063	9,491
Charitable activities:					
Social activities & projects		42,961	137,231	180,192	231,954
Training & support projects		92,124	576,040	668,164	658,984
Governance		-	14,070	14,070	13,294
Total expenditure	5	<u>135,085</u>	<u>735,404</u>	<u>870,489</u>	<u>913,723</u>
Net income for the year	6	(49,312)	124,994	75,682	144,764
Transfer between funds		-	-	-	-
Net movement in funds		(49,312)	124,994	75,682	144,764
Total funds brought forward		<u>88,780</u>	<u>822,224</u>	<u>911,004</u>	<u>766,240</u>
Total funds carried forward		<u>39,468</u>	<u>947,218</u>	<u>986,686</u>	<u>911,004</u>

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

All income and expenditure derive from continuing activities.

SHEFFIELD MENCAP
BALANCE SHEET
AS AT 31 MARCH 2023

	Notes	31 MAR 23		31 MAR 22
		£	£	£
Fixed Assets				
Tangible Assets	9	161,096		163,134
Investments		-		-
		161,096		163,134
Current Assets				
Stock	10	627		640
Debtors and prepayments	11	135,670		131,071
Cash at bank and in hand		767,095		660,750
		903,392		792,461
Creditors:				
Amounts falling due within one year	12	77,802		44,591
Net current assets			825,590	747,870
Net assets	13		986,686	911,004
Funds				
Restricted income funds			39,468	88,780
Unrestricted funds:				
General funds		722,847		597,108
Designated funds		224,371		225,116
			947,218	822,224
Total funds	14		986,686	911,004

These accounts are prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The notes at pages 10 to 18 form part of these accounts

Approved by the executive committee on 15th November 2023 and signed on its behalf by:

K. Pugh - Director and Trustee

C. Sterry - Director and Trustee



Company Number 3168775

SHEFFIELD MENCAP

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2023

	YEAR END 31 MAR 23 £	YEAR END 31 MAR 22 £
Cash flows from operating activities:		
Net cash provided by operating activities	<u>122,445</u>	<u>147,594</u>
Cash flows from investing activities:		
Dividends and interest received	776	-
Purchase of tangible fixed assets	(16,876)	-
Receipts from sales of investments	<u>-</u>	<u>250</u>
Net cash provided by investing activities	<u>(16,100)</u>	<u>250</u>
Change in cash and cash equivalents in the year	106,345	147,844
Cash and cash equivalents brought forward	<u>660,750</u>	<u>512,906</u>
Cash and cash equivalents carried forward	<u>767,095</u>	<u>660,750</u>
Cash and cash equivalents consists of:		
Cash at bank and in hand	<u>767,095</u>	<u>660,750</u>
Reconciliation of net income/(expenditure) to net cash flow from operating activities		
Net income for the year	75,682	144,764
Adjustments for:		
Depreciation charges	18,914	8,148
Dividends and interest	(776)	-
(Increase) / Decrease in stock	13	(20)
(Increase) in debtors	(4,599)	(8,039)
Increase in creditors	<u>33,211</u>	<u>2,741</u>
Net cash provided by operating activities	<u>122,445</u>	<u>147,594</u>

1. Accounting policies**a) Basis of preparing the financial statements**

Sheffield Mencap is a company limited by guarantee, registered in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements.

The financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Sheffield Mencap meets the definition of a public benefit entity under FRS 102.

b) Going concern

The financial statements have been prepared on the going concern basis as the trustees believe that there are no material uncertainties

c) Termination benefits

Termination benefits are payable when employment is terminated before the normal retirement date, or whenever an employee accepts voluntary redundancy in exchange for these benefits. The charity recognises termination benefits when it is demonstrably committed to either (i) terminating the employment of current employees according to a detailed formal plan without possibility of withdrawal or (ii) providing termination benefits as a result of an offer made to encourage voluntary redundancy.

d) Income

Voluntary income, donations and grants are accounted for as receivable by the Charity, except when donors specify that donations and grants given to the Charity, must be used in future accounting periods. This income is deferred until these periods. The charity includes legacies in the SOFA when the legacy has been received or if, before receipt, it becomes reasonably certain that the legacy will be received and that the value of the incoming resources can be measured with sufficient reliability.

e) Expenditure

Expenditure is recognised when a liability is incurred.

Cost allocation - Certain expenditure is directly attributable to specific activities and has been included in those cost categories. A proportion of staff, establishment and other costs (management and administration expenditure) that is not directly attributable to individual projects/funds are allocated to the cost of running the project on a staff/time basis or on an agreed value with the fund provider.

Pension costs - The charity pays contributions into personal pension schemes on behalf of certain employees.

f) Fixed Assets

Fixed assets are recorded at cost or, in the case where fixed assets were donated have been brought into account at their approximate market value by way of transfer from the fixed asset account to donations received. Additions to fixed assets consists of items purchased with a value of over £1,500 that are considered to have a useful economic life of more than one year. This threshold applies to single items only. If required by exceptional circumstances or by restrictions placed on funds, the threshold value may not be applied. Depreciation is charged on a basis which is intended to write off the cost of the fixed assets over their estimated lives, which are reviewed, on an annual basis. The depreciation rate on Land & Buildings has been amended to depreciate assets in line with shorter of the estimated useful life and the lease term. The rates used for this purpose are:

Land and Buildings	shorter of the estimated useful life and the lease term
Fixture and Fittings	15%
Equipment	20%

g) Stock

Stock is included at the lower of cost and net realisable value.

h) Debtors

Trade and other debtors are recognised at the settlement amount due after any discount offered.

i) Creditors

Creditors are recognised when 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 are normally recognised at their settlement amount after allowing for any trade discounts due.

j) Operating leases

All leases are considered to be 'operating leases' and the relevant annual rentals are charged wholly to the Statement of Financial Activities.

k) Fund accounting

Funds held by the charity are either:

restricted – these are funds that can only be used for a particular restricted purpose within the objects of the charity. They are incoming resources on which the donor has laid down conditions.

unrestricted general – incoming resources on which there is no restriction or designation.

designated fund – this has been set up to identify those unrestricted funds that are not free funds in that they represent the net book value of capital assets attributable to the Charity's own reserves or are general funds earmarked by the trustees for a particular purpose.

2 Donations, legacies & similar income

	YEAR END 31MAR 23	YEAR END 31MAR 23	YEAR END 31MAR 23	YEAR END 31MAR 22
	RESTRICTED	UNRESTRICTED	TOTAL	TOTAL
	£	£	£	£
General donations	12,702	213,669	226,371	164,759
Covid-19 support (incl Job Retention Scheme)			-	70,370
Legacies	-	20,000	20,000	5,550
	<u>12,702</u>	<u>233,669</u>	<u>246,371</u>	<u>240,679</u>

3 Charitable activities income

	YEAR END 31MAR 23	YEAR END 31MAR 23	YEAR END 31MAR 23	YEAR END 31MAR 22
	RESTRICTED	UNRESTRICTED	TOTAL	TOTAL
	£	£	£	£
Social activities & projects	35,571	50,608	86,179	102,815
Training & support projects	37,500	575,100	612,600	714,953
	<u>73,071</u>	<u>625,708</u>	<u>698,779</u>	<u>817,768</u>

4 Other trading activities

	YEAR END 31MAR 23	YEAR END 31MAR 23	YEAR END 31MAR 23	YEAR END 31MAR 22
	RESTRICTED	UNRESTRICTED	TOTAL	TOTAL
	£	£	£	£
Room hire & Rent	-	245	245	40
	<u>-</u>	<u>245</u>	<u>245</u>	<u>40</u>

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

5 Total expenditure

	Fund-raising	Social activities & projects	Training & support projects	Governance	YEAR END 31 MAR 23 TOTAL	YEAR END 31 MAR 22 TOTAL
	£	£	£	£	£	£
Activity expenses & materials	4,134	7,767	10,465	-	22,366	32,319
Specialist workers	-	-	-	-	-	875
Purchases (goods for resale)	-	-	-	-	-	335
Client transport costs	-	3,443	219	-	3,662	3,361
Staff costs	-	46,431	413,317	-	459,748	474,511
Employers NI	-	3,104	25,932	-	29,036	30,191
Staff pensions	-	810	12,623	-	13,433	15,447
Staff training	-	29	-	-	29	2,708
Staff travel & sundry expenses	-	-	1,073	-	1,073	595
Volunteer expenses	-	349	714	-	1,063	670
Communications	-	3	930	-	933	1,109
Stationery	-	315	2,043	-	2,358	4,411
Repairs & renewals	-	28	-	-	28	13,466
Sundries	-	216	64	-	280	1,374
Bad debts	-	-	-	-	-	2,249
Audit fees	-	-	-	6,825	6,825	4,500
Financial Accounts	-	-	-	-	-	1,186
Property repairs & refurbishments	-	456	-	-	456	10,887
Management & administration charges	-	22,851	137,880	-	160,731	156,564
Depreciation & profit/loss on asset disposals	-	1,293	-	-	1,293	1,547
Support cost allocation (see note 5a)	3,929	93,097	62,904	7,245	167,175	155,418
	<u>8,063</u>	<u>180,192</u>	<u>668,164</u>	<u>14,070</u>	<u>870,489</u>	<u>913,723</u>

5 Total expenditure cont.

5a Support costs allocated to activities (allocation basis)

	Fund-raising	Social activities & projects	Training & support projects	Governance	YEAR END 31 MAR 23 TOTAL	YEAR END 31 MAR 22 TOTAL
	£	£	£	£	£	£
Staff costs (staff numbers)	2,375	47,506	114,016	4,751	168,648	139,979
Employers NI (staff numbers)	143	2,854	6,849	285	10,131	7,340
Staff pensions (staff numbers)	96	1,914	4,594	192	6,796	9,935
Staff training (staff numbers)	27	541	1,298	54	1,920	4,152
Staff travel & sundry expenses (staff numbers)	6	121	290	12	429	70
Volunteer expenses (staff numbers)	18	363	871	36	1,288	803
Communications (staff numbers)	92	1,837	4,409	183	6,521	7,819
Stationery (staff numbers)	95	1,900	4,560	190	6,745	1,465
Advertising (staff numbers)	19	384	921	39	1,363	2,137
Repairs & renewals (floor area)	240	11,764	11,764	240	24,008	15,713
Sundries (staff numbers)	64	1,280	3,072	128	4,544	6,534
Subscriptions (usage)	-	6,247	6,247	-	12,494	11,862
Insurance (income)	-	-	-	-	-	-
Legal & professional (usage)	-	2,277	4,933	379	7,589	33,337
Property costs:						
- light & heat (floor area)	160	7,860	7,860	161	16,041	15,327
- water (floor area)	24	1,160	1,160	24	2,368	1,125
- repairs & maintenance (floor area)	230	11,251	11,251	230	22,962	35,443
- insurance (floor area)	164	8,055	8,055	164	16,438	12,340
Management & administration charges (actual)	-	(22,851)	(137,880)	-	(160,731)	(156,564)
Depreciation & asset disposals (usage)	176	8,634	8,634	177	17,621	6,601
	<u>3,929</u>	<u>93,097</u>	<u>62,904</u>	<u>7,245</u>	<u>167,175</u>	<u>155,418</u>

6 Net income for the year

This is stated after charging:

	YEAR END 31 MAR 23	YEAR END 31 MAR 22
	£	£
Depreciation	18,914	8,148
Auditors' remuneration	6,825	4,500
Trustee indemnity insurance	442	442

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

Staff costs were as follows:

	YEAR END 31 MAR 23	YEAR END 31 MAR 22
	£	£
Salaries and wages	628,396	614,490
Redundancy	-	-
Employer NI	39,167	37,531
Pensions	20,229	25,382
	<u>687,792</u>	<u>677,403</u>

The number of employees who received total employee benefits (excluding employer pension costs) of more than £60,000 is as follows:

	31 MAR 23	31 MAR 22
£60,001 - £70,000	1	1

No remuneration was paid nor expenses reimbursed to trustees during either year.

The key management personnel of the charity comprise the Trustees, the Chief Executive Officer and 2 Senior Managers. The total employee benefits of the key management personnel were £149,725 (2022 - £156,389)

	31 MAR 23	31 MAR 22
Average number of employees during the year	50	48

8 Taxation

The charitable company is exempt from corporation tax on its charitable activities.

9 Tangible fixed assets

	Leasehold Land & Buildings £	Fixtures & Fittings £	Equipment £	Total £
Cost:				
Brought forward	225,224	79,465	78,638	383,327
Additions	11,968	-	4,908	16,876
Disposal	-	-	-	-
Carried forward	<u>237,192</u>	<u>79,465</u>	<u>83,546</u>	<u>400,203</u>
Depreciation:				
Brought forward	88,958	61,105	70,130	220,193
Charge for the year	13,476	2,754	2,684	18,914
On disposal	-	-	-	-
Carried forward	<u>102,434</u>	<u>63,859</u>	<u>72,814</u>	<u>239,107</u>
Net book values:				
At 31 March 2023	<u>134,758</u>	<u>15,606</u>	<u>10,732</u>	<u>161,096</u>
At 31 March 2022	<u>136,266</u>	<u>18,360</u>	<u>8,508</u>	<u>163,134</u>

10 Stock

	31 MAR 23 £	31 MAR 22 £
Coffee Bar	127	40
Stationery	300	400
General	<u>200</u>	<u>200</u>
	<u>627</u>	<u>640</u>

11 Debtors and prepayments

	31 MAR 23	31 MAR 22
	£	£
Prepayments and accrued income	17,240	3,127
VAT	7,896	13,968
Other debtors	110,534	113,976
	<u>135,670</u>	<u>131,071</u>

12 Creditors: Amounts falling due within one year

	31 MAR 23	31 MAR 22
	£	£
Taxation and social security	10,750	10,969
Accruals and deferred income	67,052	33,622
	<u>77,802</u>	<u>44,591</u>
Deferred income movement	£	£
Balance at 1 April 2022	-	1,010
Amount released to incoming resources	-	(1,010)
Amount deferred in the period	40,000	-
Balance at 31 March 2023	<u>40,000</u>	<u>-</u>

Deferred income relates to amounts received in advance for a learning disabilities physical health outreach service.

13 Analysis of net assets between funds:

	Restricted Funds	General Funds	Designated Funds	Total Funds
	£	£	£	£
As at 31 March 2023				
Tangible fixed assets	6,725	-	154,371	161,096
Net current assets	32,743	722,847	70,000	825,590
Net assets at 31 March 2023	<u>39,468</u>	<u>722,847</u>	<u>224,371</u>	<u>986,686</u>
As at 31 March 2022				
Tangible fixed assets	8,018	-	155,116	163,134
Net current assets	80,762	597,108	70,000	747,870
Net assets at 31 March 2022	<u>88,780</u>	<u>597,108</u>	<u>225,116</u>	<u>911,004</u>

14 Movement in funds:**For the year ended 31 March 2023**

	At 1 Apr 22	Income	Expenditure	Transfers	At 31 Mar 23
	£	£	£	£	£
Restricted funds:					
Restricted donations	40,373	30,696	(53,335)	-	17,734
Learning Hub	131	-	-	-	131
Sharing Caring Project	2,406	37,500	(39,773)	-	133
Fitness Fanatics Project	30	-	(30)	-	-
Radio Project	8,972	7,806	(12,065)	-	4,713
Communicate Project	11,672	9,771	(10,956)	-	10,487
Carer's Outreach Project	25,196	-	(18,926)	-	6,270
	<u>88,780</u>	<u>85,773</u>	<u>(135,085)</u>	<u>-</u>	<u>39,468</u>
Unrestricted funds:					
General funds	597,108	860,398	(717,783)	(16,876)	722,847
Designated funds	225,116	-	(17,621)	16,876	224,371
	<u>822,224</u>	<u>860,398</u>	<u>(735,404)</u>	<u>-</u>	<u>947,218</u>
Total Funds	<u>911,004</u>	<u>946,171</u>	<u>(870,489)</u>	<u>-</u>	<u>986,686</u>

- The transfer from restricted funds relate to overhead expenses or services provided by the charity which are eligible expenditure for particular restricted grants.
- Purposes of restricted funds are described in the directors report.
- The designated fund comprises the net book value of fixed assets of £154,371 together with general funds ear marked by the trustees of £10,000 for building renovations, £10,000 for tender and bid writing and £50,000 for redundancy provisions.

For the year ended 31 March 2022

	At 1 Apr 21	Income	Expenditure	Transfers	At 31 Mar 22
	£	£	£	£	£
Restricted funds:					
Restricted donations	61,995	54,617	(73,424)	(2,815)	40,373
Learning Hub	-	4,000	(3,281)	(588)	131
Sharing Caring Project	8,594	27,639	(27,914)	(5,913)	2,406
Fitness Fanatics Project	-	2,459	(2,189)	(240)	30
Radio Project	5,324	11,251	(5,756)	(1,847)	8,972
Communicate Project	7,528	14,600	(7,081)	(3,375)	11,672
Shine At Mencap Project	184	-	(184)	-	-
Carer's Outreach Project	24,469	88,617	(77,278)	(10,612)	25,196
	<u>108,094</u>	<u>203,183</u>	<u>(197,107)</u>	<u>(25,390)</u>	<u>88,780</u>
Unrestricted funds:					
General funds	426,429	855,304	(710,015)	25,390	597,108
Designated funds	231,717	-	(6,601)	-	225,116
	<u>658,146</u>	<u>855,304</u>	<u>(716,616)</u>	<u>25,390</u>	<u>822,224</u>
Total Funds	<u>766,240</u>	<u>1,058,487</u>	<u>(913,723)</u>	<u>-</u>	<u>911,004</u>

15 Revenue commitments

At 31st March 2023, the charity had operating leases with total future minimum lease payments as follows:

	31 MAR 23	31 MAR 22
	£	£
Amount falling due:		
Within one year	8,251	8,251
In the second to fifth years	6,165	14,416

16 Related parties

There were no related party transactions requiring disclosure in either year.

17 A detailed breakdown of the 2022 Statement of Financial Activities between unrestricted and restricted funds is as follows.

	Restricted £	Unrestricted £	Total £
Income from:			
Donations, legacies & similar income	45,335	195,344	240,679
Charitable activities	157,848	659,920	817,768
Other trading activities	-	40	40
Investment income	-	-	-
Total income	<u>203,183</u>	<u>855,304</u>	<u>1,058,487</u>
Expenditure on:			
Fund raising	-	9,491	9,491
Charitable activities:			
Social activities & projects	78,689	153,265	231,954
Training and support projects	118,418	540,566	658,984
Governance	-	13,294	13,294
Total expenditure	<u>197,107</u>	<u>716,616</u>	<u>913,723</u>
Net income / (expenditure) for the year	6,076	138,688	144,764
Transfer between funds	(25,390)	25,390	-
Net movement in funds	<u>(19,314)</u>	<u>164,078</u>	<u>144,764</u>