

MENCAP LIVERPOOL

TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR END 31ST MARCH 2019

Company Number: 02146838

Charity Number: 1004262

CONTENTS

	Page
Chair's Annual Report	2
Trustees' Annual Report	3
Statement of Trustees' Responsibilities	14
Independent Examiner's Report	15
Statement of Financial Activities	16
Balance Sheet	17
Notes to the Financial Statements	18

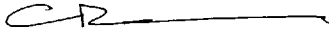
MENCAP LIVERPOOL
CHAIR'S REPORT FOR THE YEAR ENDED 31ST MARCH 2019

I am writing this on behalf of our former Chair, Matt Smith, who resigned earlier this year. It is under Matt's leadership that the charity has achieved so much, not just last year but the sustained improvement we have enjoyed over the last few years.

We have been able to demonstrate great outcomes for our members and progress against all of our strategic objectives. These are the things that make the most difference in the lives of the people we work with and support.

A truly exciting change happened this year. We merged with our colleagues at Mencap Sefton, a decision we took in consultation with the members of both charities. Not only did this make us much bigger but also provided us with opportunities to provide a wider range of services and touch the lives of more people. It makes us better known in the local community having presence now both in Liverpool and Sefton.

The next few years will continue to be tough financially, but we will keep trying to raise the necessary funding to do all the brilliant things we do. Our charity achieves so much because the Chief Executive Officer, the staff team, members and supporters continue to work tirelessly on our behalf.



.....
C McConnell
Chair

MENCAP LIVERPOOL

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2019

The trustees are pleased to present their annual report for the year ended 31st March 2019.

The financial statements comply with the Charities Act 2011, Companies Act 2006, Accounting and Reporting by Charities; Statement of Recommended Practice (Sorp 2015) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1st January 2015).

OBJECTIVES AND ACTIVITIES

Our vision is a world where everyone is valued equally, listened to and included: where everyone has the opportunity to achieve. Mencap Liverpool's mission is to make that vision a reality for individuals living in Liverpool & Sefton who have a learning disability.

Our Strategic Objectives:

- Prevent social isolation and exclusion of people who have a learning disability
- Progression - help our members to make real, tangible progress towards their goals
- Packaging - facilitate members to share their lived experience for their benefit and for the benefit their peers and involve members in the delivery of our income generation activities.
- Establish a sound governance and management structure for the organisation
- Build a sustainable future for Mencap Liverpool

Public Benefit

The trustees have considered the Charity Commission's guidance on public benefit when reviewing the charity's aims and objectives and planning future activities. We provide most of our services completely free of charge or for a nominal contribution, irrespective of our beneficiaries' ability to pay. Our only criteria are that beneficiaries have to:

1. Live in Liverpool or Sefton
and
2. a. Have a learning disability (which does not have to be formally diagnosed)
or
b. Be a family member of someone with a learning disability - or have unpaid caring responsibilities for someone with a learning disability.

The reality is that very few, if any, of our beneficiaries with a learning disability could afford to pay and this is why they are reliant on our services.

MENCAP LIVERPOOL

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2019

Referrals to Mencap Liverpool continue to come primarily from Mersey Care NHS Foundation Trust, Job Centres and Liverpool Social Services. Other sources include self-referrals and other voluntary sector organisations. Most referrals are from organisations with whom we already have a strong relationship.

This year the number of referrals has dropped for the first time. This is perhaps a result of less time available to build relationships with potential referral partners and the challenges of communicating what we do. Existing members have needed more of our time as they continue to mental health challenges, exacerbated by the multiple barriers faced by people with a learning disability in trying to access healthcare and support.

ACHIEVEMENTS AND PERFORMANCE

How we measure impact:

We measure our impact by looking at seven broad outcome areas across the three phases of our work

Phase 1-Preventing Crisis: we provide outreach –to help individuals successfully navigate the various services they need to access, to resolve their health/debt/housing/other crisis

Phase 2- Progression: improving the individual's long-term situation through establishing an effective support network. To do this we run a full programme of social and physical activity sessions, a befriending scheme, a range of workshops and one-to-one coaching.

Phase 3- Packaging: we 'package' our lived experience for wider benefit. Experienced members volunteer as peer-mentors and co-deliver LD awareness training and easy read services to organisations.

We benchmark individuals when we start working with them and then each quarter all members are reviewed, mainly through staff observation. In quarter 2 (October), we sit down with each member to check our understanding, review their progress, recognise achievements and set goals for the year ahead. 2018-19 has been the first full year in which we've conducted quarterly reviews with all active members in order to measure and manage our impact.

Our seven outcome areas are:

1. Physical Health & Mental Wellbeing
2. Quality of life
3. Making a Positive Contribution
4. Freedom from Discrimination and Harassment
5. Economic Wellbeing
6. Choice & Control
7. Personal Dignity

MENCAP LIVERPOOL TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2019

This year our focus as a charity has been Outcomes 1 & 2

Health & Wellbeing

Thanks to funding from the Steve Morgan Foundation, which funds the salary of Charlotte Crowder, our progression co-ordinator, we have been able to sustain and strengthen our health & wellbeing offer. This work was also supported by a small grant from Medicash which helped to cover project costs.

As well as our broad programme of physical activities: Wheels for All Cycling, Tennis, Dance, Netball, Boxing & Football we have added in a targeted group called Team Transformation who meet each Thursday at the house in Crosby. The group have taken part in regular member-led mindfulness sessions, before learning how to prepare a healthy, budget meal, eating together and then walking off the calories with a brisk stroll along the prom. Charlotte also provided one-to-one support to members of the group, enabling them to join Greenbank Gym and acting as an advocate at health appointments. This holistic approach to improving health had a noticeable impact on members who lost a considerable amount of weight, and whose fitness and confidence improved to the extent that all of the group successfully completed a 5k charity run at the end of the programme.

Quality of Life

We work to improve the quality of life for our members, primarily through the provision of social activities, which give those who are isolated and often lacking in confidence, opportunities to make friends and have fun in a safe supportive environment.

In December 2018 we were awarded a grant through the Building Connections fund, which is administered through the National Lottery Community Fund. This grant enabled us to extend our outreach provision into Sefton and provide additional activities from Crosby, opening up the house during the day once again. Staff were appointed in March and we ran an advertising campaign on local radio to attract new referrals, especially in Sefton.

The Crosby base in Mariners Road, has already provided considerable benefits to existing Liverpool members, as well as new Sefton members. The additional spaces such as the kitchen and the garden as well as the proximity to the beach, has allowed us to run different activities which greatly enhance quality of life. The gardening course with Myerscough College has been particularly impactful.

Wednesday social and Thursday drop in continue to be as popular as ever despite the competition with Tennis and Team Transformation. Activities have ranged from Cricket matches, to Project Artworks at the Tate and several joint socials, parties and sports days with Wirral Mencap, Daisy UK, Greenbank and ACE.

MENCAP LIVERPOOL TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2019

Gentleman's group has also grown in popularity, with the established members taking more of a lead. They have continued a regular monthly visit to Riley's to play pool and alternate this with trying a new activity.

We have started a small gents group, women's group and Wednesday social in Sefton, run by our Activities Co-ordinator Elaine (a former volunteer). The activities in Sefton are also open to Liverpool members and we hope to see the attendance grow as we get more Sefton referrals.

Making a positive contribution

Our members have volunteered as Experts by Experience for the second year running, in the training of 3rd year medics and for the fifth year delivering a teaching session for clinical psychology students. (Three members, between them trained over 300 medics during 2018-189).

Two members have joined national steering groups (Treat Me Well and Inclusive Research) for Royal Mencap. They travel to London to attend regular meetings and give their views and options to help campaign and influence policy for more equal and fairer opportunities for people with LD.

Members also continue to act as Accessibility Consultants on a regular basis, checking Easy Read Work and providing Easy Read Training. Encouragement from staff has enabled some members to take on volunteering roles in other organisations, increasing their skills, experience and self-esteem.

Members continue to support and realize the value in fundraising for Mencap Liverpool. We have a team of 12 fundraising volunteers who support our bucket collections and members have taken part in local and national runs to raise money for Mencap Liverpool.

Freedom from Discrimination and Harassment

We have continued to raise awareness with our members around their human rights and what this means in daily life. This year we have worked with the British Institute of Human Rights and our friends at Twin Vision to produce some video resources with members. These videos are part of a national resource, and the launch, held in Liverpool in November 2018, attracted people from across the country.

Find out more about the project, the launch and the videos here:

<https://www.bihhr.org.uk/news/film-launch-november-13th-2018>

Economic Wellbeing

In 2018-2019 we have continued to witness an increasing number of members struggling with the impact of benefits assessments. This continues to be the biggest preventable cause of poor mental health amongst our members.

MENCAP LIVERPOOL TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2019

To support members, we have been working even more closely with our partners Raise. Together we have been able to successfully appeal all of the cases, even two which went to tribunal.

In January we started an IT course with Greenbank College to start equipping members with the digital skills they'll need for Universal Credit. This was made possible through the kind donation of a dozen 'nearly-new' laptops from the company of one of our Pilotlighters.

Choice and Control

Our impact management work indicates a steady that members' sense of choice and control has improved over the year, although the sample size is relatively small as we only record outcomes for all members in Quarter 2. We think the human rights work has had a positive impact on members' self-determination, although the lack of resources to provide travel training possibly means that members who cannot travel may be disengaging (and not represented in the figures). Independent travel appears to be even more of a need in Sefton and so we will continue to seek funding for further travel training work. We are also looking to restart our members' steering group in Liverpool and establish one for Sefton also.

Personal Dignity

As with Choice & Control, we only proactively measure personal dignity in Quarter 2 when members are supported to define that for themselves. We use indicators from the Warwick Edinburgh Mental Well Being Scale as a basis for an accessible questionnaire for members. Personal dignity seems to be impacted negatively if the member is going through a benefits assessment and positively if the member has become more physically active and/or taken part in volunteering activities.

Sustainable Future

a. Volunteers

Finding time to effectively recruit, train and manage new volunteers continues to be a challenge for the organisation as we have no dedicated post. In November 2018 we were approved on the ESF Ways to Work programme, enabling us to employ two trainees in January 2019. One of these posts was a trainee volunteer co-ordinator, but unfortunately the person employed was unable to continue the role and let after just a few weeks. Despite these challenges, we have been blessed with the continued commitment of Tony- who this year was recognised by the High Sheriff of Merseyside as well as welcoming new volunteers such as Shelly (who makes amazing cakes)

MENCAP LIVERPOOL TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2019

b. Fundraising

Our fundraising manager Kevin left the charity in November 2018 after three and a half years. Before he went, he'd delivered a joint event with Wirral Mencap for Learning Disability Week, another 5 days of 5k, a second golf day and our second awards night. Jeni Nugent joined in December 2018 as our fundraising & communications manager, just in time for our merger with South Sefton Mencap and the Christmas Fair that we held to mark the occasion.

The merger with South Sefton has given the charity a much larger geographical area and the fundraising in Sefton is very diverse in character. This presents new challenges and opportunities which will require a different approach.

c. Earned Income and Accessibility services

As well as continuing our work with Easy Read Online, we have expanded our training offer. Personal development co-ordinator Liz Dooley has been developing the skills and confidence of more members to grow our pool of experts by experience.

The base in Crosby has also provided a new opportunity to earn income as we will be able to rent out rooms. Thanks to our mutual funders, the Steve Morgan Foundation, who put us in touch, we have been able to provide an office to Merseyside & Cheshire Bloodbikes.

FINANCIAL REVIEW

We continue to operate in a challenging environment and political uncertainty with the vexed question of Brexit rumbling on increasing the pressure on funding in the Sector. Against this backdrop we continue to not only survive but also to look ahead with some confidence thanks to the sterling efforts of our Chief Executive and staff and the merger with South Sefton should only improve our financial position with new opportunities.

It has been a busy year dealing with the South Sefton merger but the Board continues to monitor the financial position on a monthly basis and accurate and timely reporting is the key to keeping abreast of the management accounts and our ever important cash flow position.

Total income for the year was £524,523 (2018: £248,368) of which £189,285 (2018: £182,593) related to funding for projects upon which restrictions are placed.

Total expenditure for the year was £270,564 (2018: £260,117) after a surplus of £274,891 arising on the merger (2019) and a loss on investment assets of £3,444 (2018) resulting in a surplus of £253,959 (2018: deficit £15,193).

At year end 31st March 2019 the charitable company's reserve stood at £327,937 (2018: £73,978) of which £43,596 (2018: 30,807) represent restricted funds.

MENCAP LIVERPOOL TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2019

Whilst income continued to benefit from the Big Lottery Fund Grant £99,790 additional restricted funding was received from Impact Management £13,056, Steve Morgan Foundation £21,363, Building Connections Fund £20,122 and Baily Thomas Charitable Trust £20,000.

Fundraising contributed £34,339 as against £53,394 in 2018 which reflects our current position in this income category. We will continue to review our position on Fundraising which we aim to develop in the next financial year.

Costs continue to be monitored and controlled closely and with the key economic indicators of creditors and cash flow are moving in the right direction it gives the Board great confidence for the year ahead.

In terms of South Sefton Mencap given that the turnover is less than £25,000 the reporting requirement is for Receipts and Payments only. Their financial year end was 3rd December 2018. Just under twelve month period to 3rd December receipts totalled £14,299 with payments of £9,064 with fund balances brought forward of £10,375 giving a fund balance of £15,610 carried forward.

Investments

The trustees, having regard to the cash flow requirements of the charity, have sought to maintain an amount equivalent to three months running costs within the investments held with St James Place. However, in these challenging times this has decreased to two months'. The Trustees will aim in the forthcoming year to restore reserves to previous levels.

If there is one area of our financial governance that persists to give Trustees concern it is the service provided by St James Place, who again have failed to provide information when requested or attend meetings with the board.

Hopefully with more stability in the coming year the Trustees will finally give consideration to moving our investment portfolio but only if the conditions are right and withdrawal penalties are not onerous. This must be a priority for the coming financial year.

The value of investments at year end 31st March 2019 was £34,143 (2018: £34,759).

Risk Management

The trustees continue to review the risks to which the charity is exposed to ensure we have sufficient policies and procedures in place to remove, reduce and manage key risks.

Key risks continue to be:

- Operational: Loss of key staff. The board review staff salaries at least annually and staff receive regular 1-2-1s and annual appraisals. The board continue to consider how to support and work with the staff team.

MENCAP LIVERPOOL TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2019

- Financial risks: although the charity has far greater financial stability for 2018-19, now we have a much smaller operational reserve, we need to manage cash flow carefully and so continue to review our cash position each month.
- Risks to beneficiaries: As we seek to give members more responsibility for delivery, there is an associated increase in risk which cannot (and should not) be removed. This increase in risk is necessary for the delivery of the charity's strategy and can be managed by ensuring policies and procedures are effectively communicated (e.g. via easy read) and competent staff are well supported.

Designated Funds and Reserves Policy

In 2018-19 the trustees agreed to continue with our policy to designate a specific amount of funds to cover the rent liability on 9 Lydia Ann Street, in order to ensure the charity has sufficient funds to secure suitable premises from which to run its operations. This designated fund decreases each month in line with the reduced rent liability.

In addition to this amount, it is our policy is to hold an amount equivalent to 3-6 months' running costs (less the rent) as an operating reserve to meet the following requirements:

For:

- a. WORKING CAPITAL- we aim to hold up to 2 months' running costs. This would enable the charity to take on a contract worth up to a third of our total business and be paid up to 6 months in arrears without adversely impacting our core activities.
- b. CONTINUITY- we aim to hold 3 months' running costs - this would enable us to lose 50% of our funding, with no warning and still have 6 months to replace it. With Mencap Liverpool's current funding portfolio, this scenario would be extremely unlikely. However, the trustees have due regard to our risk register, ensuring we can understand and minimise this risk (however small).
- c. PARTICULAR RISKS/PROJECT – up to 1 month. This is a small but crucial amount, allowing the charity to react to a particular area of need or test out a new project before we have been able to secure funding to cover the costs. This requirement is separate to working capital since in this instance, the initial outlay would not be replaced by secured incoming funds.

As at the end of the financial year the unrestricted funds totalled £284,341 (2018: 43,171) of which £248,500 (2018: £nil) is represented by land and building

Having reviewed the charity's current position, the trustees consider the above policy to be appropriate for 2018-19.

MENCAP LIVERPOOL TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2019

PLANS FOR FUTURE

As in previous years, our focus will continue to be on working with those people who do not receive support from elsewhere, especially those who have no paid support, nor any support from family members. For this group, we provide an essential safety net to stop people falling through the gaps. This group, almost by definition are hard to reach and by the time we receive a referral, the individual may require a considerable input to prevent crisis and reach a position where progression is achievable.

We will continue to apply resources to reaching the 'hardest to reach'. We will also be working to tackle the causes of social isolation and mental ill health amongst people with a learning disability.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The organisation is a charitable company limited by guarantee, incorporated on 13th July 1987 (company number 02146838) and registered as a charity (charity number 1004262) on 26th September 1991.

Governing document

The charity is governed by its Memorandum and Articles of Association dated 13th July 1987, amended by special resolution on 12th February 1988, 7th July 1994, 14th October 2003, 1st October 2007 and 29th November 2018.

Trustees

The trustees, who are also directors for the purposes of charitable law, and who served during the year can be found on page (12). At the charity's AGM on 29th November 2018, Lisa Kemp and Laura Parke were elected as new trustees. Matt Smith was re-elected as Chair. Steve Mahon and Carolyn McConnell were re-elected as Treasurer and Vice-Chair respectively.

Recruitment, Induction and Training of Trustees

The board of trustees aims to maintain a membership of between seven and nine members, representing a wide range of backgrounds, skills and relevant experiences. In particular we aim to ensure that at least two trustees have a personal experience of learning disability. A small bio of the charity's current trustees is maintained on the following webpage:

<http://www.mencapliverpool.org.uk/about-us/meet-the-team/our-trustees/>

The board regularly review its membership in light of the changing needs of the charity and will then approach or advertise for potential trustees who may meet the gaps identified.

Following a conversation with the Chair and Chief Executive, a potential trustee is invited to attend a minimum of three board meetings before a decision is made whether to co-opt them to the board.

MENCAP LIVERPOOL

TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2019

In order to make a fully informed decision, potential trustees receive key financial and strategic information about the charity as well as general information about becoming a trustee (such as the Charity Commission guidance CC3). They also are invited to member activities to meet members and staff. Co-opted trustees stand for election at the following AGM. All trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

Key management personnel and Staff pay

The board consider that the trustees (who are also directors of the limited company), together with the Chief Executive comprise the key management personnel of the charity in charge of directing and controlling, running and operating the Charity on a day to day basis. All trustees give of their time freely and no director received remuneration in the year. Details of trustees' expenses and related party transactions are disclosed in note 13 to the accounts.

The pay of all staff is reviewed annually and where the charity can afford to do so, a cost of living increase is normally awarded in line with RPI. An increase of 2% was applied on 1st April 2018. Salary levels are also reviewed before any new post is advertised. The trustees aim to benchmark against pay levels in charities of a similar size, doing comparable roles. The trustees have committed to paying the real Living Wage since 2013-14 and in January 2019, we became an accredited Real Living Wage Employer. The pay ratio of highest to lowest earners in the organisation is 2.1 to 1 (1.83 to 1 in 2018)- due to the addition of two ILM 'Ways to Work' employees on £9/hr.

REFERENCE AND ADMINISTRATIVE DETAILS

NAME:	Mencap Liverpool	
COMPANY NUMBER	02146838	
CHARITY NUMBER	1004262	
REGISTERED OFFICE	9 Lydia Ann Street Liverpool L1 5PW	
TRUSTEES:	M Cabrera Urda P Corfield Dr E Greenhill L Kemp S Mahon C McConnell – Chair L Parke M Smith	(Appointed 29 th November 2018) (Resigned 23 rd September 2019) (Appointed 29 th November 2018) (Resigned 24 th May 2019)

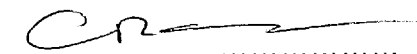
MENCAP LIVERPOOL
TRUSTEES' REPORT FOR THE YEAR ENDED 31ST MARCH 2019

COMPANY SECRETARY: Ms S Jones

INDEPENDENT EXAMINER Graham Wright BA (Hons) FCA DChA
LCVS
151 Dale Street
Liverpool
L2 2AH

BANKERS: Bank of Scotland
Gordon Street
Glasgow
G1 3RS

ON BEHALF OF THE BOARD:



.....
C McConnell
Director and Acting chair

16 December 2019

MENCAP LIVERPOOL

STATEMENT OF TRUSTEES' RESPONSIBILITIES

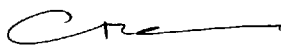
Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

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

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Charities Act 2011, Companies Act 2006, Accounting and Reporting by Charities; Statement of Recommended Practice (Sorp 2015) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1st January 2015).

ON BEHALF OF THE BOARD:



.....
C McConnell
Director and Acting chair

9 Lydia Ann Street
Liverpool
L1 5PW

Date: 16/12/19

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MENCAP LIVERPOOL

Respective responsibilities of trustees and examiner

I report on the accounts of the charitable company for the year ended 31st March 2019, which are set out on pages 16 to 29.

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: **Mr. Graham Wright**

Relevant professional qualification or body: **FCA DChA**

Address: **c/o LCVS, 151 Dale Street, Liverpool, L2 2AH**

Dated: 19 Dec 2019

MENCAP LIVERPOOL
STATEMENT OF FINANCIAL ACTIVITIES (including Income & Expenditure)
FOR THE YEAR ENDED 31ST MARCH 2019

	Notes	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total 2019 £	Total 2018 £
Income and endowments from					
Donations and legacies	3a	10,038	-	10,038	4,820
Charitable activities	3b	12,596	189,285	201,881	188,146
Other trading activities	3c	34,339	-	34,339	53,394
Investments	3d	1,400	-	1,400	2,008
Other income	3e	276,865	-	276,865	-
Total income		335,238	189,285	524,523	248,368
Expenditure on					
Raising funds		28,024	-	28,024	32,914
Charitable activities	4	66,044	176,496	242,540	227,203
Total expenditure		94,068	176,496	270,564	260,117
Net income/(expenditure)		241,170	12,789	253,959	(11,749)
(Losses) on investment assets	6	-	-	-	(3,444)
Net movement in funds		241,170	12,789	253,959	(15,193)
 Total funds brought forward	 10, 11	 43,171	 30,807	 73,978	 89,171
Total funds carried forward	9-11	284,341	43,596	327,937	73,978
		=====	=====	=====	=====

The notes on pages 18 to 29 form part of these accounts.

All the above amounts relate to continuing activities of the charitable company.

MENCAP LIVERPOOL
BALANCE SHEET AS AT 31ST MARCH 2019

Company No 02146838

	Notes	31 st March 2019		31 st March 2018	
		£	£	£	£
Fixed assets					
Tangible fixed assets	5		258,502		4,553
Investment	6		34,143		34,759
			-----		-----
			292,645		39,312
Current assets					
Debtors	7	26,186		15,385	
Cash at bank and in hand		13,040		33,665	
		-----		-----	
		39,226		49,050	
Current liabilities					
Creditors: amounts falling due within one year	8	(3,934)		(14,384)	
		-----		-----	
Net current assets			35,292		34,666
			-----		-----
Total assets less current liabilities			327,937		73,978
			=====		=====
Funds:					
Unrestricted funds	9, 10		284,341		43,171
Restricted funds	9, 11		43,596		30,807
			-----		-----
			327,937		73,978
			=====		=====

These financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies' regime and in accordance with FRS102 SORP.

For the period covered by these accounts the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The trustees, who are the directors of the company, acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

Approved by the Board on: 16.12.19



.....
Mr S Mahon - Director

1. Limited Liability

The Charity is a company limited by guarantee. Each member's liability is limited to £1.

2. Accounting Policies

Basis of accounting

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (SORP 2015) (effective 1st January 2015), Charities Act 2011 and the Companies Act 2006.

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

The Charity has taken advantage of the provisions in the SORP for Charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

Going concern

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

Fund accounting

Unrestricted funds are the charity's free reserves available for the trustees to apply in accordance with the charitable company's charitable objectives.

Restricted funds are subject to specific restrictive conditions imposed by the donor. All restricted funds are accounted for as restricted income and expenditure for the purposes is charged to the fund.

Income recognition

All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Donations and legacies comprise of donations and general grants which are recognised in the accounts when received, with the exception of known legacies which are accounted for when their receipt is certain.

Income from charitable activities is recognised on an accruals basis except for grants receivable, which are recognised on the date on which their unconditional payment is confirmed by the donor.

Other trading income relates to fundraisings income and is recognised when the amount is certain.

Income from investment relates to bank interest and income from investments received and is recognised when the amount is certain.

Expenditure recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charitable company to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the Statement of Financial Activities. Support and governance costs are applied to unrestricted funds unless specifically included in the restrictions, as specified by the donor.

Expenditure on charitable activities relate to the operation of the charity comprising of direct charitable expenditure to meet the objectives of the charitable company. Support and governance costs relate to the management and operation of the organisation and also compliance with constitutional and statutory requirements in producing the annual report. These are dealt with in the Statement of Financial Activities when payment has been approved by the charitable company.

Fixed Assets

Capital expenditure is stated in the balance sheet at cost or, in the case of land and building at valuation less accumulated depreciation. Depreciation is provided to write off the cost of each asset over its expected useful life as below:

Land	No depreciation charged
Building	2% per annum straight line basis
Garden Equipment	20% per annum reducing balance basis
Fixtures, fittings & equipment	33.33% per annum straight line basis

Investments

Investments are included at market value. Realised and unrealised gains and losses are reported in the Statement of Financial Activities.

Cash and cash equivalents

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

Financial instruments

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

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

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

Basic financial assets

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

Basic financial liabilities

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

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

Derecognition of financial liabilities

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

Taxation

Income and gains are exempt from taxation as they are received and applied for charitable purposes only. The charitable company benefits from various exemptions from taxation afforded by tax legislation and is not liable to corporation tax on income or gains falling within those exemptions.

Critical accounting estimates and judgements

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

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

MENCAP LIVERPOOL
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2019

3. Income and endowments from

	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total 2019 £	Total 2018 £
(a) Donations and Legacies				
Donations	3,538	-	3,538	1,720
General Grants	6,500	-	6,500	3,100
	-----	-----	-----	-----
	10,038	-	10,038	4,820
	=====	=====	=====	=====
(b) Charitable activities				
Baily Thomas Charitable Fund	-	20,000	20,000	-
Big Lottery Fund Grant – Help Through Crisis Grant	-	99,790	99,790	96,669
Building Connections Fund	-	20,122	20,122	-
Charles Brotherton Trust	-	200	200	-
Duchy of Lancaster Benevolent Fund	-	-	-	1,000
European Social Fund	-	-	-	12,484
Community Learning Grant	-	-	-	-
JDM Charitable Trust	-	1,100	1,100	-
John Gilpin Trust	-	2,000	2,000	-
Mason Bibby 1981 Trust	-	400	400	-
Medicash Charitable Trust	-	5,104	5,104	-
Money Advice Trust	-	-	-	30,000
N Smith Charitable Settlement	-	-	-	500
Pilkington Charities Fund	-	4,000	4,000	2,000
Royal Mencap Society	-	1,150	1,150	-
Sales within charitable activities	11,971	-	11,971	5,193
Santander Foundation	-	-	-	4,000
Social investment Business- Impact Management Programme	-	13,056	13,056	36,000
Steve Morgan Foundation	-	21,363	21,363	-
Tesco Bags of Help	-	1,000	1,000	-
Thursday club/subscription	625	-	625	-
Tillotson Bradbury	-	-	-	300
	-----	-----	-----	-----
	12,596	189,285	201,881	188,146
	=====	=====	=====	=====
(c) Other trading activities				
Fundraising	34,339	-	34,339	53,394
	=====	=====	=====	=====

MENCAP LIVERPOOL
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2019

	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total 2019 £	Total 2018 £
(d) Investments				
Income from listed investments	1,303	-	1,303	2,001
Bank Interest	97	-	97	7
	-----	-----	-----	-----
	1,400	-	1,400	2,008
	=====	=====	=====	=====
(e) Other income	£	£	£	£
Other income	1,974	-	1,974	-
Other income merger	274,891	-	274,891	-
	-----	-----	-----	-----
	276,865	-	276,865	-
	=====	=====	=====	=====

4. Expenditure on charitable activities

	Direct Charitable Expenditure £	Support & Governance Costs £	Total 2019 £	Total 2018 £
Providing activities to (i) prevent the social isolation and exclusion of people who have a learning disability (ii) facilitate the progression of members to make real, tangible progress towards their goals (iii) enable members to 'package' and share their live experience for their benefit and the benefit of others.	152,820	89,720	242,540	227,203
	=====	=====	=====	=====

a. Analysed as follows:

	2019 £	2018 £
<i>Direct charitable expenditure:</i>		
Staff salary costs	96,136	108,354
Project costs	33,317	33,153
Premises costs	23,367	22,766
	-----	-----
	152,820	164,273
	-----	-----

MENCAP LIVERPOOL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2019

	2019	2018
	£	£
<i>Support & Governance costs:</i>		
Staff salary costs	46,031	45,356
Overheads costs	15,124	10,488
Infrastructure	19,450	4,258
AGM costs	95	293
Accountancy	912	800
Investment charges	616	-
Depreciation	7,492	1,735
	-----	-----
	89,720	62,930
	-----	-----
Total expenditure on charitable activities	242,540	227,203
	=====	=====

£176,496 (2018: £195,798) of the above expenditure relates to restricted funding.

b. Staff Costs

	2019	2018
	£	£
Gross wages and salaries	151,864	161,326
Social security costs	9,888	11,355
Pension costs	2,158	1,091
	-----	-----
	163,910	173,772
	=====	=====

c. Particulars of employees:

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

	2019	2018
Raising funds	1.0	1.0
Charitable activities	6.5	7.0
	-----	-----
	7.5	8.0
	=====	=====

No employee received emoluments of more than £60,000 during the year.

The Trustees are not remunerated for their services and are not included in the above number of employees.

No out of pocket expenses were reimbursed to trustees in the year (2018: £nil).

MENCAP LIVERPOOL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2019

5. Tangible Fixed Assets

	Land and Building	Garden Equipment	Fixtures, fittings & equipment	Total
Cost or Valuation	£	£	£	£
Balance as at 1 st April 2018	-	-	25,318	25,318
Additions during the year	250,000	550	10,891	261,441
	-----	-----	-----	-----
Balance at 31 st March 2019	250,000	550	36,209	286,759
	-----	-----	-----	-----
Accumulated Depreciation				
Balance as at 1 st April 2018	-	-	20,765	20,765
Charge for the year	1,500	110	5,882	7,492
	-----	-----	-----	-----
Balance at 31 st March 2019	1,500	110	26,647	28,257
	-----	-----	-----	-----
Net Book Value at 31st March 2019	248,500	440	9,562	258,502
	=====	=====	=====	=====
Net Book Value at 31 st March 2018	-	-	4,553	4,553
	=====	=====	=====	=====

Land and Building comprises of freehold premises, 6/8 Mariners Road, Blundellsands, Liverpool, L23 6XS previously belonging to South Sefton Mencap and valued at £250,000 by S K Real Estate on 24th October 2018. The trustees consider the value, less depreciation, to be appropriate for accounting purposes at 31st March 2019.

6. Fixed Asset investments

	2019 £	2018 £
Market value at 1 st April 2018	34,759	58,203
Income	1,303	2,001
Valuation (losses)	-	(3,444)
Charges	(616)	(-)
Withdrawals	(1,303)	(22,001)
	-----	-----
Market value at 31st March 2019	34,143	34,759
	=====	=====

Throughout the accounting year all assets are held by the Investment Manager's custodian, St James's Place.

MENCAP LIVERPOOL**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2019**

7. Debtors

	2019	2018
	£	£
Debtors	1,239	1,085
Prepayments	-	14,300
Other Debtors	24,947	-
	-----	-----
	26,186	15,385
	=====	=====

8. Creditors: amounts falling due within one year

	2019	2018
	£	£
Creditors	2,511	12,661
Accruals	1,275	1,723
Other creditors	148	-
	-----	-----
	3,934	14,384
	=====	=====

MENCAP LIVERPOOL
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2019
9. Analysis of Net Assets between Funds

	Tangible Fixed Assets	Net Current Assets	Total
	£	£	£
Unrestricted Funds			
General Fund	256,535	(99,599)	156,936
Designated	-	93,262	93,262
Investments	34,143	-	34,143
	-----	-----	-----
	290,678	(6,337)	284,341
Restricted Funds:			
Baily Thomas Charitable Fund	-	6,668	6,668
Big Lottery Fund Grant – Help Through Crisis Grant	-	20,460	20,460
Cabinet Office Grant – Local Sustainability Fund	467	-	467
Charles Brotherton Trust	-	117	117
JDM Charitable Trust	-	1,100	1,100
John Gilpin Trust	-	1,333	1,333
Medicash Charitable Trust	-	5,104	5,104
Pilkington Charities Fund	-	2,000	2,000
Royal Mencap Society	-	1,150	1,150
Social investment Business- Impact Management Programme	1,500	3,697	5,197
	-----	-----	-----
	1,967	41,629	43,596
	-----	-----	-----
	292,645	35,292	327,937
	=====	=====	=====

10. Unrestricted Funds
Movements in the Year

	Resources at beginning of year	Income	Expenditure	Transfer	Resources at end of year
	£	£	£	£	£
General Fund	(17,460)	335,238	(93,452)	(67,390)	156,936
Designated Funds	25,872	-	(-)	67,390	93,262
Investments	34,759	-	(616)	-	34,143
	-----	-----	-----	-----	-----
	43,171	335,238	(94,068)	-	284,341
	=====	=====	=====	=====	=====

General Fund is used to finance the charitable company's general activities as outlined in the Trustees' Report.

MENCAP LIVERPOOL**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2019**

Designated Funds – set aside to meet the rent liability of the charity's premises, currently 9 Lydia Ann Street. The designated fund reduces each month by £1,631, in line with the reduced liability to May 2019 then £1,500 per month thereafter for new lease agreement.

Investments – represents general funds which are held with St James Place Wealth Management

Transfer – designation of reserves in line with the reserves policy.

11. Restricted Funds

	<u>Movements in the Year</u>			
	Resources at beginning of year	Income	Expenditure	Resources at end of year
	£	£	£	£
Baily Thomas Charitable Fund	-	20,000	(13,332)	6,668
Big Lottery Fund Grant – Help Through Crisis Grant	19,945	99,790	(99,275)	20,460
Building Connections Fund	-	20,122	(20,122)	-
Cabinet Office Grant – Local Sustainability Fund	1,402	-	(935)	467
Charles Brotherton Trust	-	200	(83)	117
Duchy of Lancaster Benevolent Fund	1,000	-	(1,000)	-
JDM Charitable Trust	-	1,100	(-)	1,100
John Gilpin Trust	-	2,000	(667)	1,333
Mason Bibby 1981 Trust	-	400	(400)	-
Medicash Charitable Trust	-	5,104	(-)	5,104
Pilkington Charities Fund	667	4,000	(2,667)	2,000
Royal Mencap Society	-	1,150	(-)	1,150
Social investment				
Business- Impact Management Programme	7,793	13,056	(15,652)	5,197
Steve Morgan Foundation	-	21,363	(21,363)	-
Tesco Bags of Help	-	1,000	(1,000)	-
	-----	-----	-----	-----
	30,807	189,285	(176,496)	43,596
	=====	=====	=====	=====

These are monies given to the charitable company to be spent at the discretion of the Board of Trustees for specific charitable purposes.

MENCAP LIVERPOOL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2019

Baily Thomas Charitable Fund – A £30,000 grant awarded towards 12 months general running costs

Big Lottery Fund Grant – Help through Crisis Grant - is a five year grant (2016-2021) to support our work with people in and at risk of, experiencing crisis. This funds our outreach work (working with people in crisis); our progression work (helping those at risk so they're better placed to deal with crisis in the future); and our packaging activities (helping our partner organisations to be better at responding to the needs of people with a learning disability who are in crisis).

Building Connections Fund - is a two year grant to reduce the social isolation and loneliness of people with a learning disability living in Sefton. This funds an Outreach Co-ordinator and Activities Co-ordinator – both part-time roles, who are based from Mariners Road in Crosby.

Cabinet Office Grant -Local Sustainability Fund - We received funding to undertake a range of work to help the charity become more sustainable. This funded our activities coordinator (as a backfill post), so that our progression manager and CEO were free to engage in strategic development. It also funded the support received from specialist consultants (Eastside Prime timers). This specialist help was to upskill staff in financial management and income generation (through funding and potential contract opportunities).

Charles Brotherton Trust - Contribution towards social activities

Duchy of Lancaster Benevolent Fund - To support our social activities

European Social Fund Community Learning Grant– Funded a project-co-ordinator and accreditation costs to run an accredited programme giving eligible beneficiaries, the skills (and qualification) to travel independently in the community, thereby increasing their opportunities for employment and training.

JDM Charitable Trust - Contribution towards social activities

John Gilpin Trust - Contribution towards social activities

Mason Bibby 1981 Trust - Contribution towards social activities

Medicash Charitable Trust - provided projects costs for our holistic health & wellbeing project- Team Transformation

Money Advice Trust - In April 2017, Mencap Liverpool were one of three recipients of an Innovation Grant from the Money Advice Trust. Informed by the lived-experience of our members- adults with mild-moderate learning disability, we were funded to co-design an 8-week workshop programme and set of 24 Easy Read fact sheets. The materials are aimed at people with mild learning disability, who are responsible for managing their own household budget (without support).

N Smith Charitable Settlement - Grant towards core activities

Pilkington Charities Fund - Grant to support befriending activities

Royal Mencap Society - Funding to run a series of workshops on sex and relationships

MENCAP LIVERPOOL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2019

Royal Mencap Society -Round the World Challenge – Funding to meet the costs of members engaging in physical activity, as part of the Round The World Challenge.

Santander Foundation – Contribution towards social activities

Social Investment Business Impact Management Programme – The Impact Management Programme aims to build the capacity of charities and social enterprises to manage their impact. In August 2017, we received 12 months' funding to analyse and respond to the data we collect (on VIEWS) - using it to change and improve our programmes and services.

Steve Morgan Foundation – fund the salary of our Progression Co-ordinator to deliver a holistic health & wellbeing programme for members 'Team Transformation'

Tesco Bags of Help – provided funds to support our boxing class

Tillotson Bradbury - Contribution towards social activities

12. Operating Lease Commitments

Financial commitments under non-cancellable operating leases relating to property lease of 9 Lydia Ann Street. This is a five-year lease ending in May 2019; a new lease was signed 29th May 2019 for a further 5 years to 28th May 2024.

	2019	2018
	£	£
Within one year	3,262	19,572
Due between 2- 5 years	-	6,300
	-----	-----
	3,292	25,872
	=====	=====

13. Related Parties

There were no related party transactions during the year ended 31st March 2019 (2018: none)

14. Guarantees

As at 31st March 2019, 8 members had given a guarantee of £1 each in the event of the company winding-up, total: £8 (2018: 51 members £51).

MENCAP LIVERPOOL
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2019

	2019	2018
	£	£
INCOME		
Grant Income	195,785	186,053
Sales within charitable activities	11,971	5,193
Donations and legacies	3,538	1,720
Fundraising events	34,339	53,394
Bank interest	97	7
Investment income	1,303	2,001
Other income	1,974	-
Thursday club/subscriptions	625	-
Other income merger	274,891	-
	-----	-----
Total Income	524,523	248,368
	-----	-----
EXPENDITURE		
Raising Funds		
Staff salary costs	21,743	20,062
Fundraising costs	6,281	12,852
	-----	-----
	28,024	32,914
	-----	-----
Charitable activities		
Staff salary costs	142,167	153,710
Project costs	33,317	33,153
Premises costs	23,367	22,766
Overheads costs	15,124	10,488
Infrastructure	19,450	4,258
AGM costs	95	293
Accountancy	912	800
Investment charges	616	-
Depreciation	7,492	1,735
	-----	-----
Total expenditure on charitable activities	242,540	227,203
	-----	-----
Total Expenditure	270,564	260,117
	-----	-----
(Loss) on investments	-	(3,444)
	-----	-----
Net income/(expenditure) for the year	253,959	(15,193)
	=====	=====

(This page does not form part of the statutory financial statements)