

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

# REGISTRAR

**Greenwich Mencap**  
**(A company limited by guarantee)**

**Annual Report and Accounts**

**For the year ended 31 March 2016**

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## **Greenwich Mencap**

### **Charity Information**

**For the year ended 31 March 2016**

Management Committee	G Warner - Chair (Resigned 13 <sup>th</sup> December 2016) M Pearlgood - Chair (13 <sup>th</sup> December 2016) M Hawkins - Treasurer A Waite - Secretary L Franklin R Robinson C Paxton A Pearlgood
Registered Office	Greenwich Mencap Unit 4, Hopyard Studios The Movement 13 Lovibond Lane Greenwich SE10 9FY
Auditors	Simpson Wreford & Co Wellesley House Duke of Wellington Avenue Royal Arsenal London SE18 6SS
Bankers	CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ
Company Number	02408836 (England & Wales)
Charity Number	802103

**Greenwich Mencap**  
**Annual Report and Accounts**  
**For the year ended 31 March 2016**

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## **Greenwich Mencap**

### **Trustees' Report**

#### **For the year ended 31 March 2016**

The executive committee are pleased to present their report and the audited financial statements for the year ended 31 March 2016. The Trustees confirm that the annual report and financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16 July 2014 and UK Generally Accepted Practice as it applies from 1 January 2015.

#### **Constitution**

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

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

#### **Compliance**

The Trustees confirm that the annual report and financial statements of the company comply with current statutory requirements and those of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005 and the small company regime section 419 (2) of the Companies Act 2006.

The Trustees have also complied with their duty in section 4 of the 2006 Charities Act to have due regard to guidance published by the Charity Commission.

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

##### Governance

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

The Board of Trustees, who may exercise all the powers of the Charity, has a strategic overview of the business of the organisation. Ordinary Board of Trustees' meetings facilitate discussion and decision-making regarding the strategic direction of the organisation and ratify Policies drafted by the CEO that are updated regularly, though not necessarily annually, through the Senior Management Team (SMT.) All current Policies once approved by the Trustees, are on display within our website at [www.greenwichmencap.org.uk](http://www.greenwichmencap.org.uk).

The Board of Trustees have Ordinary Meetings at least each quarter with the Chief Executive. The Board's Finance and Premises & Personnel Committees' meetings which are scheduled between Ordinary Board Meetings provide opportunities for Trustees to consider issues in greater detail.

The Chief Executive also meets regularly for informal discussions with the Chair of Trustees and Treasurer. Chief Executive is a member of the Association of Chief Executives for Voluntary Organisations (ACEVO) and will use this as the mechanism to strengthen the Board's Governance together with Trustees.

Chair of Trustees is a member of the Association of Chairs (AoC).

## **Greenwich Mencap**

### **Trustees' Report**

**For the year ended 31 March 2016**

#### *Elections and Appointments*

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

Potential candidates meet informally with the Chief Executive and will complete a Skills Audit template before being presented as a suitable candidate to the Board and having an interview with Trustees. Trustee inductions include completion of an induction form identifying key policies and signing to confirm receipt of documents, shadowing with staff (if required), site visits, mentoring from established Trustees and formal online instruction and attending structured training on Governance. Trustees are required to complete formal and in-house training. No Trustee may serve without first completing and receiving a clear Enhanced Disclosure and Barring (DBS) check.

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

There currently no Co-opted Members of the Board, but they may be appointed during the year by the Board to fill essential skill gaps. However, if they wish to continue, any such Co-opted Member must be nominated and stand for election at the next AGM as above.

#### *Responsibilities of the Trustees*

The Trustees (who are also Directors of Greenwich 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 United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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

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

## **Greenwich Mencap**

### **Trustees' Report**

#### **For the year ended 31 March 2016**

In so far as the trustees are aware, there is no relevant audit information of which the charitable company's auditors are unaware and the trustees have 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.

A resolution to reappoint Simpson Wreford & Co as our Auditors for the ensuing year will be proposed at the Annual General Meeting.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the Charity Commission website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

#### *Charities Structure and Management*

The Board's support of the Chief Executive Officer as the strategic leader of Greenwich Mencap is reflected in the development of a 5 Year Business Plan and further professionalization of the staff through structured training courses at Level 3 or above.

In 2015/6, the Senior Leadership team (SLT) consisted of the Chief Executive, (Andrew Waite), Skills & Crafts Manager (Terri Looker), Welfare Manager (Carole Britten) and Support Manager (Pam Belonwu). This group has been renamed in the current financial year as the Senior Management Team (SMT) and is responsible for the delivery of the operational schedule and to achieve milestones set by the Chief Executive. The SMT also offers advice to the CEO for consideration on more strategic matters.

#### *Affiliations*

Greenwich Mencap is affiliated to Royal Mencap Society as a Mencap Partner and is guided by their standards in relation to policies, procedures and conduct. Whilst Greenwich Mencap receives some support in kind from them, it does not receive any direct funding. We have been able to access training and attend events in partnership with Royal Mencap during the first year of the Chief Executive's appointment and this relationship will continue to grow as a key feature of networking together, within several projects and departments at Royal Mencap to match our funding aims for the future.

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

#### *Investment Policy*

Under the Memorandum and Articles of Association, the charity has the power to make any investment, which the trustees see fit.

#### *Reserves policy*

The reserves policy states that Greenwich Mencap must hold one month's expenditure in reserves. (we currently hold three months). Total free unrestricted reserves totalled £80,238.

## Greenwich Mencap

### Trustees' Report

For the year ended 31 March 2016

#### Performance

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

#### Trustees

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

G Warner	-	Chair (Resigned 13/12/16)	M Pearlgood	-	(New Chair)
D Haycox	-	Resigned 24/11/15	S Brown	-	Resigned 24/11/15
M Hawkins	-	Hon. Treasurer	C Paxton	-	Appointed 24/11/15
P Pashley	-	Resigned 16/06/15	A Pearlgood	-	Appointed 24/11/15
L Franklin			D Allen	-	Resigned 23/07/2015
R Robinson					

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

#### Risk Management

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

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

The improved qualifications and training requirements have caused an unsettling period for some staff internally and we now look forward to building on the strengths of our highly qualified staff team and developing our fundraising activity further.

Independent Living Service Users have mostly moved to Direct Payments. This process has been slower than expected due to the assessment process from the Royal Borough of Greenwich.

The company sick pay scheme has been explored and fell outside of budget ability to implement during 2015-16 however, we are now in a position to implement this during 2016-17 once staffing records and improved qualifications and salary are in place.

We intend to become a London Living Wage Employer during 2016 once new contracts have been signed and training qualifications are under way.

#### Principal Risk

The Business Continuity Plan is now part of the 5 Year Business Plan and identifies the direction of travel through Board approval.

The CQC inspection grade will be a quality mark for the following 3 years. It is therefore important that our efforts to achieve a high grade are crucial to us being seen as a quality service provider and that we are then able to secure additional future work going forward.

We intend to regain our Children's activities and have submitted Grant Applications with the intention of delivering, as the main provider, Educational Health & Care Planning Support in Greenwich.

## Greenwich Mencap

### Trustees' Report

For the year ended 31 March 2016

The Trustees are satisfied that the charity now has 3 months reserves of funding to be deemed a going concern. We have begun to spread the risks across four areas of funding:

- Health (NHS)
- Education (partnerships with Colleges and Universities)
- Social Services (Royal Borough of Greenwich)
- Fundraising (donations, wills & legacies)

#### Financial Review

Greenwich Mencap has reviewed its financial guidelines and is confident that its procedures are sound and robust. The Chief Executive has implemented a Delegated Spending procedure to limit any potential for unauthorised spending and has created a threshold from which a hierarchy of spending matches the organisation Management structure. With the future achievement of the new sources of income, as outlined in the Principal Risks, we will continue to grow although this is a long process and requires the Trustees and the Chief Executive working together to achieve this.

We initiated a survey review of Donors through the University of Bristol and presented its findings to the Trustee Board in 2015.

Greenwich Mencap received funding from Royal Mencap during 2015-16 for direct partnership so we have been able to access training and attend events in partnership with Royal Mencap. This relationship continues to grow as a key feature of networking together within several projects and departments at Royal Mencap to match our funding aims for the future.

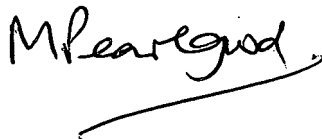
- Greenwich Mencap's CEO is now a member of Royal Mencap's Me20 (top performing Mencap branches).
- He now sits on the Early Years sub group for Royal Mencap's Me20.
- He now Chairs the Health sub group for Royal Mencap's Me20.
- He is now also part of the Royal Mencap Campaigns Team.

#### Stakeholders

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

Approved by the Board of Trustees on 13<sup>th</sup> December 2016 and signed on its behalf by:

Morris Pearlgood  
Chair of Trustees





## **Greenwich Mencap**

### **Trustees' Report**

**For the year ended 31 March 2016**

#### **Chairman's Report**

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

##### Our Vision

- A society which values people with a learning disability.

##### Our Mission

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

##### Our Objectives

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

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

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

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

## Greenwich Mencap

### Trustees' Report

For the year ended 31 March 2016

#### Achievements in 2015/16

1. Relocated our Head Office in September 2015 to new premises at The Movement, Unit 4 Hopyard Studios, 13 Lovibond Lane, Greenwich, London SE10 9FY.
2. Achieved the Council for Awards in Care, Health & Education (CACHE) Accreditation as a Training Centre
3. Increased our financial surplus by £\*\*\*,000 during this financial year.
4. Began a training programme at Level 3 for Independent Living Assistants.
5. Began a training programme at Level 5 for two Department Managers.
6. Continues to make efficiencies and financial savings whilst continuing to provide high quality services that meet the needs of our members and service users.
7. Had Away Days to set the vision of a society for people with Learning Disability.
8. Compiled and printed our second IMPACT report 2015-16, highlighting our interventions.
9. Restored the level of our reserves to three months, as planned.
10. G Warner was named at the Greenwich Great Get Together/Armed Forces Day, as Veteran of the Year 2015 in recognition of his "dedication to and active support of Greenwich Mencap over 50+ years".

#### Donations

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

Ms C Quinn-Waters	665.00
Mrs A Hawkins	600.00
Riverwood Santa Run	255.00
Miss E MacRobert	250.00
Mrs M Nicholls	160.00
Mr A waite	131.00
Ms C Vagg	120.00
Mr & Mrs G Warner	112.50
Mr M Morris	105.00
Prince Family	100.00
Amanda Wilson	96.00
Carrie-Ann Beever	92.00
Eltham Park Methodist	90.00
Mrs S Prentice	80.00
Mr D Badger	65.00
Mrs S Coverdale	60.00
J & C Foyle	50.00
Mr D Tozer	40.00
Mr & Mrs Lloyd	30.00
Mrs J Mehmet	25.00
Mrs M King	22.00
Ms J Atkins	20.00
Miss C MacRobert	20.00

## **Greenwich Mencap**

### **Trustees' Report**

**For the year ended 31 March 2016**

#### *The Future*

We are exploring the longevity of our facilities' in Greenwich & Woolwich and have begun dialogue with Oxleas NHS Foundation Trust and Royal Borough of Greenwich to establish more appropriate lease arrangements for our long-term security.

We continue to strive for better quality of service to our service users and support our aims to be an Outstanding Provider in accordance with the Care Quality Commission (CQC) standards.

Greenwich Mencap will use the ACEVO & AoC memberships to ensure more robust Governance and awareness for our Trustee Board, Chair and Chief Executive on the clarity of roles.

#### *Key Objective*

The key objective for the next accounting year will be to ensure that Greenwich Mencap's income exceeds expenditure through cost savings and increasing income whilst continuing to meet the needs of our Members and Service Users. The Care Act 2014 came into effect in April 2015 and identified additional requirements from the Royal Borough of Greenwich's funding allocations from 2015-19.

#### *Staff & Volunteers*

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

Greg Warner (Chair until 13<sup>th</sup> December 2016)

## **Greenwich Mencap**

### **Independent Auditors' Report**

#### **For the year ended 31 March 2016**

We have audited the financial statements of Greenwich Mencap for the year ended 31 March 2016 which comprise the Statement of Financial Activities, Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the 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 company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of the trustees and auditors**

As explained more fully in the Trustees' Responsibilities Statement (set out on page 5 and 6), 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.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors, including "APB Ethical Standards- Provisions Available for Small Entities (Revised)", in the circumstances set out in the notes to the financial statements.

#### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. This includes an assessment of; whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustee's Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2016 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;
- have been prepared in accordance with the Companies Act 2006;

#### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Greenwich Mencap**

**Independent Auditors' Report**

**For the year ended 31 March 2016**

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

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

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

**K Taylor (Senior Statutory Auditor)**  
**for and on behalf of Simpson Wreford & Co, Statutory Auditors**

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

Dated: 22nd December 2016

## Greenwich Mencap

### Statement of Financial Activities

**(Incorporating Income and Expenditure account)  
For the year ended 31 March 2016**

	Notes	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
<b>INCOME FROM:</b>					
Donations and legacies	8	71,688	185,330	257,018	368,758
Other trading activities	8	3,344	-	3,344	4,117
Investments		268	-	268	874
Charitable activities	8	465,435	515	465,950	430,290
<b>TOTAL</b>		<b>540,735</b>	<b>185,845</b>	<b>726,580</b>	<b>804,039</b>
<b>EXPENDITURE ON:</b>					
Raising funds		14,920	-	14,920	15,727
Charitable activities		446,058	184,703	630,761	643,076
Other		21,921	-	21,921	5,618
<b>TOTAL</b>	<b>10</b>	<b>482,899</b>	<b>184,703</b>	<b>667,603</b>	<b>664,420</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>57,836</b>	<b>1,142</b>	<b>58,978</b>	<b>139,618</b>
Transfers between funds	17	(2,345)	2,345	-	-
Gains/(losses) on revaluation of fixed assets		-	-	-	4,160
<b>NET MOVEMENT IN FUNDS</b>		<b>55,491</b>	<b>3,487</b>	<b>58,978</b>	<b>143,778</b>
<b>RECONCILIATION OF FUNDS</b>					
Balance at 1 April 2015		142,825	111,540	254,365	110,587
Balance at 31 March 2016		<b>198,316</b>	<b>115,027</b>	<b>313,343</b>	<b>254,365</b>

The Charity has no recognised gains or losses other than those dealt with above. Movements in funds are disclosed in note 17 to the financial statements.

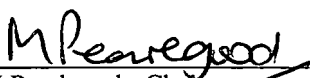
## Greenwich Mencap

### Balance Sheet at 31 March 2016

	Notes	2016		2015	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible fixed assets	11		6,662		6,492
Investments	12		-		10,025
			<u>6,662</u>		<u>16,517</u>
<b>CURRENT ASSETS</b>					
Debtors	13	111,092		162,623	
Cash at bank and in hand		<u>249,958</u>		<u>137,799</u>	
		361,050		300,422	
<b>CREDITORS</b>					
Amounts falling due within one year	14		<u>(54,368)</u>		<u>(62,574)</u>
<b>NET CURRENT ASSETS</b>			<u>306,682</u>		<u>237,848</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>313,343</u>		<u>254,365</u>
<b>FUNDS OF THE CHARITY</b>					
Restricted funds	17		115,027		111,540
Unrestricted funds	17		<u>198,316</u>		<u>142,825</u>
<b>TOTAL CHARITY FUNDS</b>			<u>313,343</u>		<u>254,365</u>

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements on pages 11 to 22 were approved by the trustees on 13<sup>th</sup> December 2016 and signed on their behalf by

  
M Pearlgood - Chair

Company Number: 02408836 (England & Wales)

## Greenwich Mencap

### Notes to the financial statements

Year ended 31 March 2016

#### 1. Accounting Policies

- (a) Basis of accounting - the accounts have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting for and reporting by Charities" SORP and the Financial Reporting Standard for Smaller Entities, the Charities Act 2011 and the Companies Act 2006.
- (b) The company has taken advantage of the exemption, conferred by Financial Reporting Standard 1, from presenting a cash flow statement as it qualifies as a small company.
- (c) Fixed assets are only capitalised where their value exceeds £250. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

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

- (d) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT, which cannot be recovered.
- Costs of generating funds relates to the costs incurred by the charitable company in raising funds for charitable work.
  - Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
  - Governance costs include those costs associated with meeting the constitutional and statutory requirements.

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

- (e) Resources expended are recognised in the year in which they are incurred. Certain expenditure is directly attributable to specific activities and has been included in those categories. Support costs which are attributable to more than one activity are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.
- (f) Grants and donations are recognised in full in the statement of financial activities in the year in which they are receivable, where they are received in advance, they are treated as deferred income. All deferred income relates to a period of less than 1 year. Legacies are recognised in full in the year in which they are received.



## Greenwich Mencap

### Notes to the financial statements

Year ended 31 March 2016

#### Accounting Policies (continued)

(g) Funds held by the charity are defined as:

- *Unrestricted funds*  
Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- *Restricted Funds*  
Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

(h) Liabilities are recognised where probable obligation to transfer economic benefits exist and debtors are recognised on at the point that the charity becomes entitled to receive income from service provided.

(i) Rentals payable under operating leases are charged to the statement of financial activities on a straight line basis over the lease term.

(j) Investments are held primarily to provide an investment return for the charity. These are stated at their readily available market value.

(k) The charity operates two pension schemes;

- The charity provides a defined contribution pension scheme for all new employees, the assets of which are held separately from those of the company in an independently administered fund. Contributions to this scheme are charged to the income and expenditure account as they become payable.
- The charity also provides a defined benefit pension scheme, which is governed and administered by the London Borough of Greenwich. As such contributions to this scheme are charged to the income and expenditure account as they become payable.

#### 2. Net outgoing resources

This is stated after charging:	<b>2016</b>	<b>2015</b>
Depreciation	2,219	2,272
Auditors' remuneration	4,793	4,590
Other fees paid to auditors	<u>-</u>	<u>210</u>

#### 3. Trustees expenses

No remuneration, reimbursement of expenses or benefits in kind was paid to any trustee in the year.

#### 4. Operating leases

## Greenwich Mencap

### Notes to the financial statements

#### Year ended 31 March 2016

Rentals payable in the next financial year amount to £Nil (2015: £3,900) in regards to operating leases with 2-5 years remaining.

#### 5. Pension commitments

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

	2016	2015
Defined Contribution Scheme	3,065	7,793
Defined Benefit Scheme	3,286	3,827
Auto-enrolment Scheme (Defined Contribution)	5,744	-

No payments were outstanding at the year end. The defined benefit scheme is a multi-employer scheme, paid to the London Borough of Greenwich. As such the charity is unable to identify its share of the underlying gross assets and liabilities of the scheme in a consistent and reasonable basis. The above figures are based on the current year contributions.

#### 6. Taxation

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

#### 7. Staff costs

Staff costs for the year were as follows:	2016	2015
Wages and salaries	488,928	489,000
National insurance costs	36,632	31,004
Pension costs	<u>12,095</u>	<u>11,620</u>
	<b><u>537,655</u></b>	<b><u>531,624</u></b>

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

	2016	2015
Direct staff	23.5	16
Administration	<u>1</u>	<u>1</u>
	<b><u>24.5</u></b>	<b><u>17</u></b>

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

## Greenwich Mencap

### Notes to the financial statements

Year ended 31 March 2016

#### 8 Voluntary Income

	Unrestricted Funds £	Restricted Funds £	Total 2016 £	Total 2015 £
Donations and gifts	22,591	2,271	24,862	5,352
Legacies	-	-	-	-
Grants received and spot funding	700	231,456	232,156	363,406
Student placement fees	-	-	-	-
<b>Total</b>	<b>23,291</b>	<b>233,727</b>	<b>257,018</b>	<b>368,758</b>

#### *Grants Received and Spot Funding*

Royal Borough of Greenwich		104,657	104,657	222,173
Big Lottery Fund		53,656	53,656	53,604
Other Funding	700	7,405	8,105	1,000
Oxleas Greenlights		23,321	23,321	11,560
NHS Greenwich		-	-	50,000
GAD (ECH)		42,417	42,417	25,069
	<b>700</b>	<b>231,456</b>	<b>232,156</b>	<b>363,406</b>

#### 8.2 Activities for Generating Funds

Fundraising and Events Income	442	2,902	3,344	4,117
<b>Total voluntary income</b>	<b>442</b>	<b>2,902</b>	<b>3,344</b>	<b>4,117</b>

#### Incoming resources from charitable activities

Service fees	209,050	-	209,050	194,681
Placement fees	242,488	-	242,488	215,925
Gateway Club	3,813	-	3,813	5,125
Other Income	3,518	2,712	6,229	12,082
Riverwood Sales	4,370	-	4,370	3,477
<b>Total</b>	<b>463,239</b>	<b>2,712</b>	<b>465,950</b>	<b>431,290</b>

## Greenwich Mencap

### Notes to the financial statements

#### Year ended 31 March 2016

9 Income by activity	Donations, gifts & legacies	Grants received	Fundraising	Other income	Placement fees	Sales	Service fees	Total
Let's Sort Out	100	57,400	194	2,050	-	-	-	59,744
Greenlights	1,500	76,777	-	515	-	-	-	78,792
GAD (EHC)	-	42,417	-	-	-	-	-	42,417
Career Peer Support	-	31,857	-	-	-	-	-	31,857
Riverwood	821	-	2,432	220	242,488	4,370	10,784	261,116
Adult Services	-	15,400	20	-	-	-	-	15,420
Independent Living Services	50	7,405	256	-	-	-	194,902	202,613
Other	-	-	-	-	-	-	3,364	3,364
Central services	22,591	700	442	7,257	-	-	-	30,990
	<b>25,062</b>	<b>231,956</b>	<b>3,344</b>	<b>10,042</b>	<b>242,488</b>	<b>4,370</b>	<b>209,050</b>	<b>726,312</b>

Support costs are allocated by contributions allowable towards central management costs.

10 Allocation of Support Costs	Independent Living	Riverwood	EHC Independent Support	Careers Peer Support	Greenlights	Lets sort it out	Total Projects	Fundraising	Support costs & governance
Bank and Service Charges	-	-	-	-	-	-	-	-	17
Fundraising Costs	14	200	-	-	-	-	186	613	-
Groups, Meetings and Socials	150	-	-	11	164	-	325	-	221
Gateway Club Expenses	-	-	-	-	-	-	-	-	4,573
Insurance / Affiliation	1,000	1,020	-	-	1,000	1,027	4,046	-	1,433
Office Expenses	607	1,276	20	39	681	1,371	3,993	-	15,375
Other Expenditure	-	256	-	-	88	722	1,066	-	530
Paid to 3rd Parties	-	-	-	-	-	-	-	-	500
Personnel Function	875	56	90	-	750	6,741	8,512	-	7,578
Postage - General	36	-	8	214	318	73	649	-	2,135
Premises Costs	2,168	14,572	-	290	574	18	17,622	-	18,127
Professional Fees - Audit	-	-	-	-	-	-	-	-	4,793
Professional Fees - Legal	-	-	-	-	-	-	-	-	2,028
Professional Fees - Membership	832	705	-	-	-	714	2,252	-	429
Professional Fees - Payroll	-	-	-	-	-	-	-	-	2,917
Publicity Costs	922	639	-	376	96	1,933	3,965	-	12
Resources	361	700	-	-	21	138	1,220	-	96
Salaries and Related Costs	176,773	122,740	32,728	26,464	48,838	12,426	419,968	-	117,687
Training	4,503	1,005	-	-	659	492	6,658	-	1,440
Society Business	-	-	-	-	-	-	-	-	215
Telephone	771	813	90	10	495	1,952	4,130	-	7,535
Travel	112	789	452	-	259	832	2,443	-	94
Depreciation: Equipment	605	126	-	-	75	-	806	-	1,312
Support costs allocated on the basis of staff costs and department target									
	<b>29%</b>	<b>29%</b>	<b>6%</b>	<b>3%</b>	<b>14%</b>	<b>20%</b>	<b>100%</b>	<b>12%</b>	<b>100%</b>
Management Fee	44,000	44,000	8,483	4,454.00	20,860	31,308	153,105	0	(153,105)
Fundraising Costs	-	-	-	-	-	-	-	14,122	(14,122)
	<b>233,699</b>	<b>188,894</b>	<b>41,870</b>	<b>31,857</b>	<b>74,877</b>	<b>59,745</b>	<b>630,947</b>	<b>14,735</b>	<b>21,921</b>

**Greenwich Mencap**

**Notes to the financial statements**

**Year ended 31 March 2016**

**11 Tangible Fixed Assets**

	<i>Office Equipment</i>	<i>Motor Vehicles</i>	<i>Total</i>
	£	£	£
<b>Cost</b>			
At 1 April 2015	23,068	5,450	28,518
Additions	2,389	-	2,389
Disposals	-	-	-
At 31 March 2016	<u>25,457</u>	<u>5,450</u>	<u>30,907</u>
<b>Depreciation</b>			
At 1 April 2015	16,985	5,041	22,024
Depreciation charge	2,117	102	2,219
At 31 March 2016	<u>19,102</u>	<u>5,143</u>	<u>24,243</u>
<b>Net book values</b>			
31 March 2016	<u>6,355</u>	<u>307</u>	<u>6,662</u>
31 March 2015	<u>6,083</u>	<u>409</u>	<u>6,492</u>

**12 Investments**

	<i>List Investments</i>
	£
<b>Cost &amp; net book value</b>	
At 1 April 2015	10,025
Additions	-
Disposals	<u>(10,025)</u>
At 31 March 2016	<u>-</u>

**13 Debtors**

	<i>2016</i>	<i>2015</i>
	£	£
Trade debtors	69,368	127,634
Other debtors	20,421	671
Prepayments and accrued income	<u>21,303</u>	<u>34,318</u>
	<u><b>111,092</b></u>	<u><b>162,623</b></u>

## Greenwich Mencap

### Notes to the financial statements

Year ended 31 March 2016

#### 14 Creditors: amounts falling due within one year

	2016	2015
	£	£
Other creditors	47,267	58,193
Accruals and deferred income	<u>7,101</u>	<u>4,381</u>
	<u><b>54,368</b></u>	<u><b>62,574</b></u>

#### 15 Analysis of net assets between funds

	Fixed assets	Net Current assets	Total
	£	£	£
Restricted funds	3,475	118,956	122,431
Unrestricted funds	3,186	187,726	190,912
	<u><b>6,661</b></u>	<u><b>306,681</b></u>	<u><b>313,343</b></u>

#### 16 Operating leases

At 31 March 2016, the company was committed to making the following payments under non-cancellable operating leases as follows:

	2016	2015
	£	£
Operating leases which expire:		
Within one year	-	3,900
Between two and five years	-	-
	<u><b>-</b></u>	<u><b>3,900</b></u>

## Greenwich Mencap

### Notes to the financial statements

Year ended 31 March 2016

#### 17 Statement of funds

	Balance B/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Balance C/fwd £
<b>Restricted funds</b>					
Royal Borough of Greenwich Carers Peer Support	11,321	31,857	(31,857)	-	11,321
Royal Borough of Greenwich - Commissioning	41,282	-	-	-	41,282
Royal Borough of Greenwich - Lets sort it out	-	57,400	(59,745)	2,345	-
Royal Borough of Greenwich - Transition Worker	11,307	-	-	-	11,307
Royal Borough of Greenwich - Early Intervention	2,230	-	-	-	2,230
Big Lottery Fund - Greenlights	37,665	53,656	(51,161)	-	40,160
Oxleas - Greenlights	71	-	(71)	-	-
GAD (EHC)	7,664	42,417	(41,870)	-	8,211
Other	-	515	-	-	515
	<u>111,540</u>	<u>185,845</u>	<u>(184,703)</u>	<u>2,345</u>	<u>115,026</u>
<b>Designated funds</b>					
RBG - Adult Activities	-	15,420	(16,562)	-	(1,142)
Independent Living Service - Service fees	(19,201)	195,208	(209,732)	-	(33,725)
Riverwood - Service fees, placement fees and sales	81,248	261,116	(188,894)	-	153,469
Royal Mencap	-	7,405	(7,405)	-	-
Oxleas - Greenlights	-	23,121	(23,645)	-	(524)
	<u>62,047</u>	<u>502,269</u>	<u>(446,238)</u>	<u>-</u>	<u>118,078</u>
<b>Unrestricted funds</b>	<u>80,778</u>	<u>38,466</u>	<u>(36,661)</u>	<u>(2,345)</u>	<u>80,238</u>
<b>Total funds</b>	<u><u>254,365</u></u>	<u><u>726,581</u></u>	<u><u>(667,603)</u></u>	<u><u>-</u></u>	<u><u>313,343</u></u>

#### Restricted Funds

##### Royal Borough of Greenwich-

- Carers Peer Support* - support and advice for people who care for a person with a learning disability/difficulty or autistic spectrum disorder and to reduce isolation among carers in the borough.
- Let's sort it out* - support service for adults with a learning disability offering advice on a range of issues including benefits, health support, statutory agencies, advocacy and support at meetings.

## Greenwich Mencap

### Notes to the financial statements

#### Year ended 31 March 2016

- Transition worker* - the recruitment of a Transition Worker for one year to be part of a team, identifying and developing the aspirations and needs of young people with disabilities as they approach transition to Adult Services.
- Early Intervention* - undertaking conditions of the Service Level Agreement for Early Intervention, Prevention and Building Social Capital Services.
- Greenlights* - provides behaviour support and intervention for children with learning disabilities and additional challenging behaviour.
- Sports Pilot Projects – Tastics* - provides funding for coaching costs, staff costs and volunteer expenses, equipment, venue hire and travel to help local groups do more sport and develop pilot sports projects for people with a learning disability.
- Oxleas Greenlights* - supporting families who have children with learning disabilities to achieve a positive outcome relating to the child's challenging behaviour and working closely with the Clinical Psychologist.
- GAD – EHC* - Carrying out Assessments for the Education, Health & Care Plans that support children and families to access additional funding that supports their conditions. These replace the old "Education Statements".

#### 18 Transfers

A transfer from restricted funds to unrestricted funds has been made to transfer balances for historic projects expired over 5 years ago as disclosed in note 17.

#### 19 Related parties

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

- A Waite [CEO & Secretary] - £176.79 of direct reimbursement of expenses
- G Warner [Trustee] - £92 donation
- L Franklin [Trustee] - £10 donation

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

#### 20 Other professional services provided by the auditors

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

#### 21 Limited liability



## **Greenwich Mencap**

### **Notes to the financial statements**

#### **Year ended 31 March 2016**

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

#### **22 Surplus reserves**

During the year there was an overall surplus on reserves of £58,978 (2015 - £143,778). Overall unrestricted reserves show a surplus of £198,316 (2015 – £142,825).

#### **23 Ultimate controlling party**

The ultimate controlling party is the board of Trustees.