

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

**Greenwich Mencap**  
**(A company limited by guarantee)**  
**Annual Report and Audited Accounts**  
**For the year ended 31 March 2017**

## Greenwich Mencap

### Charity Information

For the year ended 31 March 2017

Management Committee	M Pearlgood - Chair G Warner - Chair (Resigned 13 <sup>th</sup> December 2016) M Hawkins - Treasurer A Waite - Secretary (Resigned 23 <sup>rd</sup> December 2016) L Franklin - (Resigned 25 <sup>th</sup> October 2016) R Robinson - (Resigned 13 <sup>th</sup> December 2016) C Paxton - (Resigned 25 <sup>th</sup> October 2016) A Pearlgood I Blackie - (Appointed 13 <sup>th</sup> December 2016) D Goldstraw - (Appointed 13 <sup>th</sup> December 2016) J Lawson - (Appointed 20 <sup>th</sup> February 2017)
Chief Executive Interim Manager	A Waite - (Resigned 23 December 2016) T Looker
Registered Office	Greenwich Mencap Unit 4, Hopyard Studios The Movement 13 Lovibond Lane Greenwich SE10 9FY
Auditors	Simpson Wreford LLP Wellesley House Duke of Wellington Avenue Royal Arsenal London SE18 6SS
Bankers	CAF Bank Ltd 25 Kings Hill Avenue West Malling Kent ME19 4JQ
Company Number	02408836 (England & Wales)
Charity Number	802103

**Greenwich Mencap**  
**Annual Report and Accounts**  
**For the year ended 31 March 2017**

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# **Greenwich Mencap**

## **Trustees' Report**

### **For the year ended 31 March 2017**

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2017 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

#### **Constitution**

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

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

#### **Compliance**

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

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

##### Governance

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

The Board of Trustees, who may exercise all the powers of the Charity, has a strategic overview of the business of the organisation. Ordinary Board of Trustees' meetings facilitate discussion and decision-making regarding the strategic direction of the organisation and ratify Policies drafted by the Director of Services 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 Director of Services to provide opportunities for Trustees to consider issues in greater detail.

The Director of Services also meets regularly for informal discussions with the Chair of Trustees and Treasurer. The Chair of Trustees was a member of the Association of Chairs (AoC). Day to day management up until his resignation in December 2016 was Andrew Waite. In January 2017 Terri Looker was appointed the Interim Manager then subsequently appointed as Director Services on 1<sup>st</sup> July 2017.

##### Elections and Appointments

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

# Greenwich Mencap

## Trustees' Report

### For the year ended 31 March 2017

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

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

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

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

In preparing the financial statements the trustees are required to:

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

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

# **Greenwich Mencap**

## **Trustees' Report**

### **For the year ended 31 March 2017**

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

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

#### Charities Structure and Management

The Board's support of the Director of Services as the strategic leader of Greenwich Mencap is reflected in the development of Greenwich Mencap's Plan and further professionalisation of the permanent contracted staff through structured training courses at Level 3 or above.

In 2016/17, the Senior Management team (SMT) consisted of the Chief Executive, (Andrew Waite) up till Dec 2016, Skills & Crafts Manager (Terri Looker) up till Dec 2016 then on 2<sup>nd</sup> January 2017 Terri Looker was appointed Interim Manager for Greenwich Mencap. Welfare Manager (Carole Britton) up till Aug 2016 and Independent Support Manager (Pam Belonwu). On 1<sup>st</sup> April 2016 Anna-Marie Cahalane MacGuinness was appointed the Training and Education Manager and joined the SMT.

#### Affiliations

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

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

#### Reserves policy

The reserves policy states that Greenwich Mencap must hold one month's expenditure in reserves. (we currently hold three months). Total free unrestricted reserves totalled £78,653. Excluding Riverwood, which has its own separate designated fund, currently the minimum of one month's expenditure would be £42,107.

#### Performance

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

# Greenwich Mencap

## Trustees' Report

For the year ended 31 March 2017

### Trustees

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

M Pearlgood	<i>-(New Chair)</i>	G Warner	<i>- Chair (Resigned 13/12/16)</i>
M Hawkins	<i>-Hon. Treasurer</i>	A Pearlgood	
L Franklin	<i>-Resigned 25/10/2016</i>	R Robinson	<i>-Resigned 13/12/2016</i>
C Paxton	<i>-Resigned 25/10/2016</i>	I Blackie	<i>-Appointed 13/12/2016</i>
D Goldstraw	<i>-Appointed 13/12/2016</i>	J Lawson	<i>-Appointed 20/02/2017</i>

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.

Greenwich Mencap was exposed to unexpected financial loss due to no HR insurance for claims made against the organisation. We intend to put a robust HR system in place by the beginning of the new financial year.

We become a London Living Wage Employer during 2016

### Principal Risk

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 secured grant funding to become the main provider for Educational Health & Care Planning Support in Greenwich. We have submitted grant applications to The Big Lottery, Children in Need and The Education Endowment Foundation to continue delivering our Greenlights service.

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)
- National Children's bureau
- 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 charity accounts show a deficit of £29,888 for the year, split between expenditure of brought forward restricted funds of £30,746 and a surplus on unrestricted reserves of £859.

# **Greenwich Mencap**

## **Trustees' Report**

**For the year ended 31 March 2017**

### Stakeholders

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

Approved by the Board of Trustees on 15<sup>th</sup> December 2017 and signed on its behalf by:

M Hawkins



# Greenwich Mencap

## Trustees' Report

For the year ended 31 March 2017

### 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 2017

### Achievements in 2016/17

1. Continued to make efficiencies and financial savings whilst continuing to provide high quality services that meet the needs of our members and service users.
2. Secured funding from Santander to redesign our website and to produce a brochure for marketing purposes.
3. Secured a micro grant from Mycenae soup to pilot the Support for Siblings project.
4. Retained the Greenlights project by using our reserves pending approval of the Big Lottery Funding.
5. Secured funding from the National Children's Bureau to continue to support families in the assessment process for their child's Education and Healthcare Plans (EHC).

### Donations

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

Garry Rosam	685.00
Pearlgood A.M Esq	650.00
MacRobert Miss E	240.00
Hawkins Mrs A	200.00
Morris Mr Martin	160.00
Coverdale Ms Shirley	140.00
Vagg Ms C	120.00
Trent Mrs C	112.00
Warner Mr G & Mrs R	102.50
Prentice Mrs Susan	80.00
Badger Mrs R	70.00
Nicholls Mrs Margaret	60.00
Foyle J & C	50.00
Clements K	50.00
Sharpe Rev. David	25.00
Datta Mrs K	25.00
Tozer Mr D	20.00
MacRobert Miss C M	20.00
Lloyd Mr & Mrs	20.00
Laukkanen L	20.00
Atkins Ms J	20.00
Ives Ms J	19.50
West A & D	15.00
Thomson Mr M	15.00
King Mrs M	12.00
Morris Mr Paul	10.00
Davis Mrs June	10.00
Crone Angela & Trevor	10.00
Allen Mrs Denise	10.00
<b>Total</b>	<b>2971.00</b>

# **Greenwich Mencap**

## **Trustees' Report**

**For the year ended 31 March 2017**

### The Future

We will be looking at ways we can be involved in the Royal Borough of Greenwich's Day Opportunities transformation project.

### 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. Fundraising will be made priority to supplement the income.

In addition, we have decided to use a more robust HR system to provide guidance with employment legislation and as a measure to retain staff.

### 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.

M Pearlgood

# **Greenwich Mencap**

## **Independent Auditors' Report**

### **For the year ended 31 March 2017**

We have audited the financial statements of Greenwich Mencap for the year ended 31 March 2017 which comprise the Statement of Financial Activities, Balance Sheet, Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102. The Financial Reporting Standard applicable in the UK and Republic of Ireland.

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

#### **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 misstatement, 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 Trustees' Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006

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

In our opinion the information given in the Trustees' Annual Report (which incorporates the strategic report and directors' report required by company law) 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 2017**

**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;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

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

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

Dated: 19<sup>th</sup> December 2017

## Greenwich Mencap

### Statement of Financial Activities (Incorporating Income and Expenditure account)

For the year ended 31 March 2017

	Notes	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
<b>INCOME FROM:</b>					
Donations and legacies	7	38,773	92,012	130,785	257,018
Other trading activities	7	5,395	290	5,685	3,344
Investments		620	-	620	268
Charitable activities	7	545,477	480	545,957	465,950
<b>TOTAL</b>		<b>590,265</b>	<b>92,782</b>	<b>683,047</b>	<b>726,580</b>
<b>EXPENDITURE ON:</b>					
Raising funds		11,383	-	11,383	14,920
Charitable activities		494,162	123,528	617,690	630,761
Other		83,862	-	83,862	21,921
<b>TOTAL</b>	<b>9</b>	<b>589,406</b>	<b>123,528</b>	<b>712,935</b>	<b>667,602</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>859</b>	<b>(30,746)</b>	<b>(29,888)</b>	<b>58,978</b>
Transfers between funds		(7,414)	7,414	-	-
<b>NET MOVEMENT IN FUNDS</b>		<b>(6,555)</b>	<b>(23,332)</b>	<b>(29,888)</b>	<b>58,978</b>
<b>RECONCILIATION OF FUNDS</b>					
Balance at 1 April 2016		198,316	115,027	313,343	254,365
Balance at 31 March 2017		<b>191,761</b>	<b>91,695</b>	<b>283,455</b>	<b>313,343</b>

The Charity has no recognised gains or losses other than those dealt with above. Movements in funds are disclosed in note 14 to the financial statements.

## Greenwich Mencap

### Balance Sheet as at 31 March 2017

	Notes	2017		2016	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible fixed assets	10		4,996		6,662
			<u>4,996</u>		<u>6,662</u>
<b>CURRENT ASSETS</b>					
Debtors	11	83,961		111,092	
Cash at bank and in hand		<u>229,623</u>		<u>249,957</u>	
		313,584		361,049	
<b>CREDITORS</b>					
Amounts falling due within one year	12	<u>(35,125)</u>		<u>(54,368)</u>	
<b>NET CURRENT ASSETS</b>			<u>278,459</u>		<u>306,681</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>283,455</u>		<u>313,343</u>
<b>FUNDS OF THE CHARITY</b>					
Restricted funds	14		91,695		115,027
Unrestricted funds	14		<u>191,761</u>		<u>198,316</u>
<b>TOTAL CHARITY FUNDS</b>			<u>283,455</u>		<u>313,343</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements on pages 11 to 23 were approved by the board of trustees on 15<sup>th</sup> December 2017 and were signed on its behalf by:

\_\_\_\_\_  
M Hawkins

Company Number: 02408836 (England & Wales)

## Greenwich Mencap

### Cash Flow Statement at 31 March 2017

#### Statement of Cash Flows

	Notes	Total Funds £	Prior Year Funds £
<b>Cash flows from operating activities:</b>			
<b>Net cash provided by (used in) operating activities</b>	<b>21</b>	(20,335)	104,524
<b>Cash flows from investing activities:</b>			
Purchase of property plant and equipment		-	(2,390)
Proceeds from sale of investments		-	10,025
<b>Net cash provided by (used in) investing activities</b>		-	7,635
Change in cash and cash equivalents in the reporting period		(20,335)	112,159
Cash and cash equivalents at the beginning of the reporting period	<b>22</b>	249,958	137,799
Cash and cash equivalents at the end of the reporting period	<b>22</b>	229,623	249,958



# Greenwich Mencap

## Notes to the financial statements

### Year ended 31 March 2017

#### 1. Accounting Policies

- (a) Company information – Greenwich Mencap is a company limited by guarantee, incorporated in England and Wales and registered as a charity with the Charities Commission. The registered office is Unit 4 Hopyard Studios, 13 Lovibond Lane, Greenwich, London, SE10 9FY.
- (b) Basis of preparation - The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

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

The effects of events relating to the year ended 31 March 2017 which occurred before the date of approval of the financial statements by the Trustees has been included in the financial statements to the extent required to show a true and fair view of the state of affairs at 31 March 2017 and the results for the year ended on that date.

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

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

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

- (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

## Greenwich Mencap

### Notes to the financial statements

#### Year ended 31 March 2017

activity are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.

- (f) Grants and donations are recognised in full in the statement of financial activities in the year in which they are receivable, where they are received in advance, they are treated as deferred income. All deferred income relates to a period of less than 1 year. Legacies are recognised in full in the year in which they are received.
- (g) Funds held by the charity are defined as:
- *Unrestricted funds*  
Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
  - *Restricted Funds*  
Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.
- (h) Liabilities are recognised where probable obligation to transfer economic benefits exist and debtors are recognised on at the point that the charity becomes entitled to receive income from service provided.
- (i) Rentals payable under operating leases are charged to the statement of financial activities on a straight-line basis over the lease term.
- (j) The charity operates two pension schemes;
- The charity provides a defined contribution pension scheme for all new employees, the assets of which are held separately from those of the company in an independently administered fund. Contributions to this scheme are charged to the income and expenditure account as they become payable.
  - The charity also provides a defined benefit pension scheme, which is governed and administered by the London Borough of Greenwich. As such contributions to this scheme are charged to the income and expenditure account as they become payable.
- (k) Transition to FRS 102 - these financial statements for the year ended 31 March 2017 are the first financial statements of Greenwich Mencap prepared in accordance with FRS102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS102 was 1 April 2016. The reported financial position and financial performance for the previous period are not affected by the transition to FRS 102.
- (l) Going concern - there are no material uncertainties about the charity's ability to continue.

## Greenwich Mencap

### Notes to the financial statements

#### Year ended 31 March 2017

#### 2. Net outgoing resources

This is stated after charging:	<i>2017</i>	<i>2016</i>
Depreciation	1,665	2,219
Auditors' remuneration	4,693	4,793
Other fees paid to auditors	<u>—</u>	<u>—</u>

#### 3. Trustees expenses

No remuneration or benefits in kind was paid to any trustee in the year.

The following direct reimbursements for expenses to trustees were made during the financial year:

- A Pearlgood [Trustee] - £43.04 of direct reimbursement of expenses
- G Warner [Trustee - Resigned] - £456.80 of direct reimbursement of expenses

#### 4. Pension commitments

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

	<i>2017</i>	<i>2016</i>
Defined Contribution Scheme	-	3,065
Defined Benefit Scheme	5,070	3,286
Auto-enrolment Scheme (Defined Contribution)	16,894	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.

#### 5. Taxation

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

#### 6. Staff costs

Staff costs for the year were as follows:	<i>2017</i>	<i>2016</i>
Wages and salaries	508,220	488,928
National insurance costs	38,769	36,632
Pension costs	18,180	12,095
Settlement costs	<u>12,000</u>	<u>-</u>
	<b><u>577,169</u></b>	<b><u>537,655</u></b>

## Greenwich Mencap

### Notes to the financial statements

#### Year ended 31 March 2017

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

	<i>2017</i>	<i>2016</i>
Direct staff	22	23.5
Administration	<u>1</u>	<u>1</u>
	<u>23</u>	<u>24.5</u>

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

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Donations and gifts	6,251	-	6,251	24,862
Grants received and spot funding	32,522	92,012	124,534	232,156
<b>Total</b>	<b>38,773</b>	<b>92,012</b>	<b>130,785</b>	<b>257,018</b>

#### *Grants Received and Spot Funding*

Royal Borough of Greenwich	15,400	57,400	72,800	104,657
Big Lottery Fund - Greenlights	-	26,840	26,840	53,656
Santander Foundation	-	5,000	5,000	-
Other grants received	-	2,772	2,772	8,105
Oxleas - Greenlights	5,780	-	5,780	23,321
GAD (EHC) Independent Support Worker	11,342	-	11,342	42,417
	<b>32,522</b>	<b>92,012</b>	<b>124,534</b>	<b>232,156</b>

#### **7.2 Activities for Generating Funds**

Fundraising and Events Income	5,395	290	5,685	3,344
<b>Total voluntary income</b>	<b>5,395</b>	<b>290</b>	<b>5,685</b>	<b>3,344</b>

#### **Incoming resources from charitable activities**

Service fees	203,576	-	203,576	209,050
Placement fees	273,126	-	273,126	242,488
NCB Independent Support Service	51,793	-	51,793	-
Gateway Club	8,170	-	8,170	3,813
Other income	6,162	480	6,642	6,229
Riverwood Sales	2,651	-	2,651	4,370
<b>Total</b>	<b>545,477</b>	<b>480</b>	<b>545,957</b>	<b>465,950</b>

# Greenwich Mencap

## Notes to the financial statements

Year ended 31 March 2017

8 Income by activity	Donations, gifts & legacies	Grants received	Fundraising	Other income	Placement fees	Sales	Service fees	Total
Let's Sort Out	-	57,400	-	2,900	-	-	-	60,300
Greenlights	-	32,620	-	-	-	-	-	32,620
GAD (EHC)	-	11,342	770	-	-	-	-	12,112
Independent Support Service	-	-	510	-	-	-	51,793	52,303
Riverwood	1,239	-	1,410	36	273,126	2,651	11,487	289,949
Workforce Development	-	5,000	290	480	-	-	-	5,770
Adult Services	-	15,400	-	-	-	-	-	15,400
Independent Living Services	-	1,475	658	-	-	-	191,489	193,622
Siblings Project	-	1,297	-	-	-	-	-	1,297
Gateway club	-	-	-	8,170	-	-	-	8,170
Central services	5,012	-	2,047	3,226	-	-	600	10,885
	<b>6,251</b>	<b>124,534</b>	<b>5,685</b>	<b>14,812</b>	<b>273,126</b>	<b>2,651</b>	<b>255,369</b>	<b>682,427</b>

### 9 Allocation of Support Costs

Direct costs	Independent Living	Adult Services	EHC Independent Support	Carers Peer Support	Workforce Development	Greenlights	Lets sort it out	Total Projects	Fundraising	Support costs & governance
100 Club	-	-	-	-	-	-	-	-	-	20
Bank and Service Charges	-	-	-	-	-	-	-	-	-	25
Cleaning	1,054	-	32	-	-	69	1,009	2,163	-	385
Fundraising Costs	346	57	-	-	-	164	117	684	271	-
Gateway Club Expenses	-	-	-	-	-	-	-	-	-	3,043
Governance	-	-	-	-	-	-	-	-	-	2,729
Groups, Meetings and Socials	21	281	258	-	-	160	22	742	-	-
Insurance and Fees	1,000	-	2,000	-	-	-	2,000	5,000	-	913
Office Expenses	1,462	-	1,600	915	583	463	1,446	7,918	-	8,874
Personnel Function	2,160	-	-	-	-	870	30	3,060	-	24,960
Postage - General	220	300	108	-	-	404	802	1,833	-	294
Premises Costs	1,184	909	12,740	-	-	557	326	15,819	-	20,649
Professional Fees - Audit	-	-	-	-	-	-	-	-	-	4,693
Professional Fees - Membership	994	-	139	-	-	-	-	1,133	-	851
Professional Fees - Payroll	-	-	-	-	-	-	-	-	-	2,381
Publicity Costs	472	-	-	-	-	-	-	472	-	-
Resources	308	-	391	88	-	1,236	56	2,079	-	57
Salaries and Related Costs	160,959	8,175	134,905	39,671	-	43,462	35,596	472,573	-	92,596
Settlement Fee	-	-	-	-	-	-	-	-	-	12,000
Telephone	538	48	1,161	88	-	206	10	2,579	-	4,268
Training	(2,221)	-	(44)	150	-	1,077	177	747	-	1,277
Travel	13	288	401	81	-	422	1,077	2,282	-	424
Bad Debts	10,553	-	-	-	-	-	-	10,553	-	2,417
Depreciation: Motor Vehicles	-	-	-	-	-	-	-	-	-	77
Depreciation: Equipment	71	383	94	-	-	56	-	604	-	984
<b>Support costs allocated on the basis of staff costs and department target</b>	<b>0%</b>	<b>7%</b>	<b>61%</b>	<b>14%</b>	<b>0%</b>	<b>0%</b>	<b>10%</b>	<b>9%</b>	<b>100%</b>	<b>100%</b>
Management Fee	-	6,035	53,872	12,488	-	8,790	7,757	88,942	-	(88,942)
Fundraising Costs	-	-	-	-	-	-	-	-	11,112	(11,112)
	<b>179,134</b>	<b>16,475</b>	<b>207,657</b>	<b>53,481</b>	<b>583</b>	<b>47,871</b>	<b>47,676</b>	<b>64,814</b>	<b>617,690</b>	<b>83,862</b>

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

## Greenwich Mencap

### Notes to the financial statements

#### Year ended 31 March 2017

<b>10 Tangible Fixed Assets</b>	<b>Office Equipment</b>	<b>Motor Vehicles</b>	<b>Total</b>
	£	£	£
<b>Cost</b>			
At 1 April 2016	25,457	5,450	30,907
Additions	-	-	-
Disposals	-	-	-
At 31 March 2017	25,457	5,450	30,907
<b>Depreciation</b>			
At 1 April 2016	19,102	5,143	24,245
Depreciation charge	1,589	77	1,666
At 31 March 2017	20,691	5,220	25,911
<b>Net book values</b>			
31 March 2017	4,766	230	4,996
31 March 2016	6,355	307	6,662
<b>11 Debtors</b>			
	<b>2017</b>		<b>2016</b>
	£		£
Trade debtors	56,682		69,368
Other debtors	25,820		20,421
Prepayments and accrued income	1,459		21,303
	83,961		111,092
<b>12 Creditors</b>			
	<b>2017</b>		<b>2016</b>
	£		£
Other creditors	5,162		47,267
Accruals and deferred income	29,963		7,101
	35,125		54,368

## Greenwich Mencap

### Notes to the financial statements

Year ended 31 March 2017

#### 13 Analysis of net assets between funds

	Fixed assets	Net Current assets	Total
	£	£	£
Restricted funds	1,995	89,700	91,695
Unrestricted funds	3,001	188,760	191,761
	<b>4,996</b>	<b>278,459</b>	<b>283,455</b>

#### 14 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	-	(583)	-	10,738
Royal Borough of Greenwich - Commissioning	41,282	-	-	-	41,282
Royal Borough of Greenwich - Lets sort it out	-	57,400	(64,814)	7,414	-
Royal Borough of Greenwich - Transition Worker	11,307	-	-	-	11,307
Royal Borough of Greenwich - Early Intervention	2,230	-	-	-	2,230
Big Lottery Fund - Greenlights	40,160	26,840	(47,676)	-	19,324
GAD (EHC)	8,211	-	(8,211)	-	-
Vanbrugh Community Association	-	1,297	-	-	1,297
Santander Foundation	-	5,000	-	-	5,000
Other	516	2,245	(2,245)	-	516
	115,027	92,782	(123,528)	7,414	91,695
<b>Designated funds</b>					
RBG - Adult Activities	(1,142)	15,400	(16,475)	2,217	-
Independent Living Service - Service fees	(33,725)	192,147	(179,134)	20,712	-
Riverwood - Service fees, placement fees and sales	153,469	289,949	(207,657)	(131,932)	103,829
Independent Support Service	-	52,303	(43,025)	-	9,278
Oxleas - Greenlights	(524)	5,780	-	(5,256)	-
	118,078	555,579	(446,291)	(114,259)	113,107
<b>Unrestricted funds</b>	80,238	34,686	(143,116)	106,845	78,653

## Greenwich Mencap

### Notes to the financial statements

Year ended 31 March 2017

#### 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.
- 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".
- Support for Siblings* - support for children who have a brother/sister with a learning disability/difficulty and/or autistic spectrum condition through creative workshops aimed at helping children share their experiences and make contact with their feelings in a safe environment.
- Santander foundation* - This grant was received for development of IT systems. The expenditure of which has taken place in 2017/18 on the new website.



## **Greenwich Mencap**

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

#### **Year ended 31 March 2017**

##### **15 Transfers**

Funds have been transferred from unrestricted reserves to supplement the deficits on RBG – Adult activities (£2,217), Independent Living Service (£20,712), RBG – Lets sort it out (7,414). The designated reserves held for Riverwood has been reduced to encompass 6 months of costs, a transfer of £131,932 has been transferred from designated to unrestricted general reserves.

##### **16 Related parties**

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

- A Waite [Resigned CEO & Secretary] - £13 of direct reimbursement of expenses
- T Looker [Interim Manager] - £1,334.46 of direct reimbursement of expenses
- A Pearlgood [Trustee] - £43.04 of direct reimbursement of expenses
- G Warner [Trustee - Resigned] - £456.80 of direct reimbursement of expenses
- G Warner [Trustee - Resigned] - £90 donation

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

##### **17 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.

##### **18 Limited liability**

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

##### **19 Restricted reserves in deficit**

The deficit on the Let's sort it out project, is also funded from general reserves. Overall unrestricted reserves show a surplus of £153,857 (2016 – £198,316). This is made up of free reserves of £41,520 and designated reserves of £112,337.

## Greenwich Mencap

### Notes to the financial statements

Year ended 31 March 2017

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

	<b>Current Year £</b>	<b>Prior Year £</b>
<b>Net income/(expenditure) for the reporting period</b>	(73,410)	58,710
Adjustments for:		
Depreciation charges	1,666	2,220
Dividends, interest and rents from investments	618	269
(Increase)/decrease in debtors	27,131	51,531
Increase/(decrease) in creditors	23,660	(8,206)
<b>Net cash provided by (used in) operating activities</b>	<u>(20,335)</u>	<u>104,524</u>

#### 22 Analysis of cash and cash equivalents

	<b>Current Year £</b>	<b>Prior Year £</b>
Cash in hand	<u>229,623</u>	<u>249,958</u>
<b>Total cash and cash equivalents</b>	<u>229,623</u>	<u>249,958</u>