

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 2020

Greenwich Mencap

Charity Information

For the year ended 31 March 2020

Management Committee	J Lawson - Chair G Earle-Hutton A Lainson (appointed 4 th March 2020) J Sellars (appointed 30 th March 2020) A Pearlgood M Pearlgood S Pearce
Director of Service	T Looker
Registered Office	Greenwich Mencap Woolwich Common Enterprise Centre Peace Street London SE18 4HX
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 2020

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Greenwich Mencap

Trustees' Report

For the year ended 31 March 2020

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2020 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 Ellis Whittam HR consultants that are updated regularly, though not necessarily annually.

The Board of Trustees have Ordinary Meetings at least each quarter with the Director of Services and Finance Manager 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.

Terri Looker was appointed as Director Services on 1st July 2017.

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2020

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.

Potential candidates meet informally with the Chair of Trustees and the Director of Services and will complete a Skills Audit template before being presented as a suitable candidate to the Board and having had 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 particular vacancy are made in that period, nominations for the vacancy shall be accepted at the meeting.

There is currently one Co-opted Member of the Board, who was appointed during the year by the Board to fill an essential skill gap. He will 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).

Under new GDPR regulations, the ultimate responsibility for data protection compliance lies with the trustees.

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 CharitiesSORP;
- 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.

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2020

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.

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.

In 2019/20, the Senior Management team (SMT) consisted of the Director of Services (Terri Looker) Independent Support Manager (Sally Ettridge) and Finance Manager (James Thorpe).

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 £296,095 excluding Riverwood, which has its own designated fund. Currently the minimum of one month's expenditure will be £42,000

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2020

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 Manager 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.

Trustees

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

Jane Lawson (Chair) A Pearlgood (Vice Chair)
Martin Bonus (Treasurer /Secretary) (resigned 28 March 2020)
G.Earle-Hutton
Sarah Pearce
I Blackie (resigned 25 January 2020)
M Pearlgood
D Goldstraw (resigned 26 January 2019)

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.

Principal Risk

- RBG funding cuts
- Covid -19

HR Review

Greenwich Mencap has reviewed its HR procedures and has instructed Ellis Whittam consultants and is confident that their procedures are sound and robust.

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Trustees' Report

For the year ended 31 March 2020

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 21 January 2021 and signed on its behalf by:

Jane Lawson
Chair of Trustees

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2020

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

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Trustees' Report

For the year ended 31 March 2020

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.

Achievements in 2019/20

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 Grants from the Royal Borough of Greenwich for Activities and Advice and Information.

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Trustees' Report

For the year ended 31 March 2020

Donations

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

NAME	TOTAL
Allen Mrs Denise	10.00
Atkins Ms J	20.00
Badger Mrs R	70.00
Datta Mrs K	25.00
Driver Allan Mr	10.00
Foyle J & C	50.00
King Mrs M	12.00
Laukkanen L Ms	20.00
Lloyd Mr & Mrs	20.00
MacRobert Miss C M	20.00
MacRobert Miss E	240.00
Morris Mr Martin	50.00
Morris Mr Paul	10.00
Nicholls Mrs Margaret	60.00
Prentice Mrs Susan	80.00
Revd David Sharpe	100.00
Thomson Mr M	15.00
Trent Mrs C	12.00
Vagg Mrs C	120.00
Warner Mr G & Mrs R	112.00
West A & D	<u>15.00</u>
	<u>1,071.50</u>

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 will be looking at ways to

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2020

Staff & Volunteers

The positive contribution from all of our staff and volunteers is critical to the success of Greenwich Mencap. My fellow-Trustees and I 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.

Approved by the Board of Trustees on 21 January 2021 and signed on its behalf by:

Jane Lawson
Chair of Trustees

Independent Auditors' Report to the members of Greenwich Mencap

For the year ended 31 March 2020

Opinion

We have audited the financial statements of Greenwich Mencap (the 'Charity') for the year ended 31 March 2020 which comprise the Statement of Financial Activities, Balance Sheet, Cash Flow Statement and the related notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2020 and of its incoming resources and application of resources 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 requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

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

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

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the strategic report and the directors' report) have been prepared in accordance with applicable legal requirements.

Independent Auditors' Report to the members of Greenwich Mencap

For the year ended 31 March 2020

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- we have not obtained all the information and explanations necessary for the purposes of our audit;
- the directors were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the directors' report and take advantage of the small companies' exemption from the requirement to prepare a strategic report.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out on pages 2-3, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities]. This description forms part of our auditor's report.

Use of our report

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's members as a body, for our audit work, for this report, or for the opinions we have formed.

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

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

Dated: 28 January 2021

Greenwich Mencap

Statement of Financial Activities (Incorporating Income and Expenditure account)

For the year ended 31 March 2020

	Notes	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 £
INCOME FROM:					
Donations and legacies	7	7,982	119,158	127,140	158,087
Other trading activities	7	15,418	-	15,418	2,563
Charitable activities	7	443,983	-	443,983	430,829
TOTAL		467,382	119,158	586,540	591,480
EXPENDITURE ON:					
Raising funds		-	-	-	-
Charitable activities		402,297	135,881	538,177	572,847
Other		-	-	-	-
TOTAL	9	402,297	135,881	538,177	572,847
NET INCOME/(EXPENDITURE)		65,086	(16,723)	48,363	18,633
Transfers between funds		(7,889)	7,889	-	-
NET MOVEMENT IN FUNDS		57,197	(8,834)	48,363	18,633
RECONCILIATION OF FUNDS					
Balance at 1 April 2019		238,898	63,949	302,847	284,214
Balance at 31 March 2020		296,095	55,115	351,210	302,847

The Statement of Financial Activities includes all gains and losses in the year. All income and expenditure derive from continuing activities.

The notes on pages 15 to 23 form part of these financial statements.

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Balance Sheet as at 31 March 2020

	Notes	2020		2019	
		£	£	£	£
FIXED ASSETS					
Tangible fixed assets	10		8,380		10,672
			8,380		10,672
CURRENT ASSETS					
Debtors	11	57,887		84,626	
Cash at bank and in hand		310,550		231,286	
		368,438		315,913	
CREDITORS					
Amounts falling due within one year	12	(25,607)		(23,738)	
NET CURRENT ASSETS			342,830		292,175
TOTAL ASSETS LESS CURRENT LIABILITIES			351,210		302,847
FUNDS OF THE CHARITY					
Restricted funds	14		55,115		63,949
Unrestricted funds	14		296,095		238,898
TOTAL CHARITY FUNDS			351,210		302,847

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102).

The financial statements on pages 12 to 23 were approved by the Trustees on 21 January 2021 and signed on their behalf by:

 J Lawson
 Company Number: 02408836 (England & Wales)

Greenwich Mencap

Cash Flow Statement at 31 March 2020

Statement of Cash Flows

	Notes	2020 Funds £	2019 Funds £
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	21	<u>79,764</u>	<u>18,179</u>
Cash flows from investing activities:			
Purchase of property plant and equipment		<u>(500)</u>	<u>(2,270)</u>
Net cash provided by (used in) investing activities		<u>(500)</u>	<u>(2,270)</u>
Change in cash and cash equivalents in the reporting period		79,264	15,909
Cash and cash equivalents at the beginning of the reporting period	22	231,286	215,377
Change in cash and cash equivalents due to exchange rate movements		<u>-</u>	<u>-</u>
Cash and cash equivalents at the end of the reporting period	22	<u>310,550</u>	<u>231,286</u>

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2020

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 7 Woolwich Common Enterprise Centre, Peace Street, London, SE18 4HX.
- (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) – (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 2020 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 2020 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
Website Costs	-	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.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2020

- (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.
- (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) Going concern - there are no material uncertainties about the charity's ability to continue.

2. Net outgoing resources

This is stated after charging:	2020	2019
Depreciation	2,793	3,534
Auditors' remuneration	5,400	5,054
Other fees paid to auditors	=====	=====

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2020

3. Trustees expenses

No remuneration or benefits in kind was paid to any trustee in the year. No direct reimbursements for expenses to trustees were made during the financial year.

4. Pension commitments

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

	<i>2020</i>	<i>2019</i>
Defined Benefit Scheme	3,332	4,426
Auto-enrolment Scheme (Defined Contribution)	16,332	15,090

At 31 March 2020 £1,378 (2019 £1,014) was payable to the fund.. 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>2020</i>	<i>2019</i>
Wages and salaries	411,068	418,422
National insurance costs	29,673	30,598
Pension costs	14,593	12,541
	<u>455,334</u>	<u>461,561</u>

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

	<i>2020</i>	<i>2019</i>
Direct staff	<u>25</u>	<u>24</u>

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

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2020

7 Voluntary Income

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Donations and gifts	7,982	-	7,982	2,705
Grants received and spot funding	-	119,158	119,158	155,382
Total	7,982	119,158	127,140	158,087

Grants Received and Spot Funding

Royal Borough of Greenwich	-	18,000	18,000	72,800
Metro Centre - Lets Sort It Out *	-	38,000	38,000	-
Big Lottery Fund - Greenlights	-	53,158	53,158	52,631
True Colours Trust - Siblings Project	-	-	-	-
BBC Children In Need - Siblings Project	-	10,000	10,000	10,000
Groundwork UK - Siblings Project	-	-	-	-
The Bailey Trust - Talking Tails	-	-	-	20,000
Other grants received	-	-	-	(49)
	-	119,158	119,158	155,382

7.2 Activities for Generating Funds

Fundraising and Events Income	15,418	-	15,418	2,563
Total voluntary income	15,418	-	15,418	2,563

Incoming resources from charitable activities

Service fees	175,250	-	175,250	154,598
Placement fees	259,308	-	259,308	254,716
NCB Independent Support Service	-	-	-	11,725
Gateway Club	2,671	-	2,671	5,109
Other income	3,660	-	3,660	1,735
Riverwood Sales	3,094	-	3,094	2,947
Total	443,983	-	443,983	430,830

Total Income	467,382	119,158	586,540	591,480
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*In partnership with Royal Borough of Greenwich

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2020

8 Income by activity	Donations, gifts & legacies	Grants received	Fundraising	Other income	Placement fees	Sales	Service fees	Total
Let's Sort Out	-	38,000	-	-	-	-	-	38,000
Greenlights	-	53,158	-	-	-	-	-	53,158
GAD (EHC)	-	-	-	-	-	-	-	-
EHC Independent Support Service	-	-	-	-	-	-	-	-
Riverwood	252	-	-	-	259,308	3,094	12,339	274,993
Adult Services	-	18,000	-	-	-	-	-	18,000
Independent Living Services	-	-	-	-	-	-	162,911	162,911
Siblings Project	-	10,000	-	-	-	-	-	10,000
Talking Tails	-	-	-	-	-	-	-	-
Gateway club	-	-	-	2,671	-	-	-	2,671
Central services	7,731	-	15,418	3,660	-	-	-	26,808
	7,982	119,158	15,418	6,331	259,308	3,094	175,250	586,540

9 Allocation of Support Costs

Direct costs	Independent Living	Adult Services	Riverwood	Greenlights	Siblings Project	Lets sort it out	Total Projects	Fundraising	Support costs & governance
Bank and Service Charges	-	-	-	-	-	-	-	-	74
Cleaning	-	-	793	-	-	-	793	-	720
Clinical Supervision	-	-	-	1,088	-	480	1,568	-	-
Fundraising Costs	-	-	-	-	-	100	100	4,936	-
Gateway Club Expenses	-	-	-	-	-	-	-	-	2,903
Groups, Meetings and Socials	-	2,066	-	-	-	-	2,066	-	-
Insurance and Fees	-	-	3,000	-	-	1,000	4,000	-	2,364
Office Expenses	472	-	1,018	741	-	500	2,731	-	5,204
Personnel Function	-	-	-	-	-	-	-	-	3,757
Postage - General	25	-	100	-	-	243	368	-	613
Premises Costs	-	2,088	13,289	1,725	2,800	-	19,903	-	1,114
Professional Fees - Audit	-	-	-	-	-	-	-	-	5,640
Professional Fees - Membership	285	-	-	-	-	-	285	-	727
Professional Fees - Payroll	-	-	-	-	-	-	-	-	2,192
Publicity Costs	-	-	-	-	666	-	666	-	-
Resources	124	80	764	-	179	500	1,647	-	-
Salaries and Related Costs	158,378	8,184	169,091	41,776	4,100	25,920	407,449	-	47,885
Telephone	2,224	-	1,955	373	201	500	5,252	-	4,045
Training	-	-	-	653	-	2,217	2,870	-	677
Travel	-	806	308	1,157	-	514	2,785	-	50
Depreciation	30	162	40	149	-	-	380	-	2,413
Support costs allocated on the basis of fund size	0%	6%	59%	21%	0%	8%	100%	100%	100%
Management Fee	-	4,711	45,466	16,562	7,600	6,040	80,379	-	(80,379)
Fundraising Costs	-	-	4,936	-	-	-	4,936	(4,936)	-
	161,537	18,097	240,760	64,224	15,546	38,014	538,178	-	-

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

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2020

10 Tangible Fixed Assets	Office Equipment	Motor Vehicles	Website Costs	Total
	£	£	£	£
Cost				
At 1 April 2019	31,255	7,460	5,414	44,129
Additions	500	-	-	500
Disposals	-	-	-	-
At 31 March 2020	31,755	7,460	5,414	44,629
Depreciation				
At 1 April 2019	24,887	6,200	2,369	33,456
Depreciation charge	1,717	315	761	2,793
At 31 March 2020	26,604	6,515	3,130	36,249
Net book values				
31 March 2020	5,151	945	2,284	8,380
31 March 2019	6,368	1,260	3,045	10,672
11 Debtors				
		2020		2019
		£		£
Trade debtors		44,285		70,579
Other debtors		13,602		13,958
Prepayments and accrued income		-		89
		57,887		84,626
12 Creditors				
		2020		2019
		£		£
Trade creditors		4,113		3,020
Other creditors		10,096		8,752
Accruals and deferred income		11,397		11,966
		25,607		23,738

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2020

13 Analysis of net assets between funds

	Fixed assets £	Net Current assets £	Total £
Restricted funds	842	54,274	55,115
Unrestricted funds	7,538	288,556	296,095
	8,380	342,830	351,210

14 Statement of funds

	Balance B/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Balance C/fwd £
Restricted funds					
Royal Borough of Greenwich - Commissioning	41,282	-	-	-	41,282
Royal Borough of Greenwich - Lets sort it out	-	38,000	(38,014)	14	-
Royal Borough of Greenwich - Transition Worker	11,307	-	-	-	11,307
Royal Borough of Greenwich - Early Intervention	-	-	-	-	-
Royal Borough of Greenwich - Adult Activities	-	18,000	(18,097)	97	-
Big Lottery Fund - Greenlights	3,288	53,158	(64,224)	7,778	-
BBC Children In Need - Siblings Project	7,606	10,000	(15,546)	-	2,060
Other	467	-	-	-	467
	63,949	119,158	(135,881)	7,889	55,115
Designated funds					
Independent Living Service - Service fees	-	162,911	(161,537)	-	1,373
Riverwood - Service fees, placement fees and sales	209,608	274,785	(240,759)	-	243,634
EHC Independent Support Service	-	-	-	-	-
Oxleas - Workforce Development	-	-	-	-	-
	209,609	437,696	(402,297)	-	245,008
Unrestricted funds	29,288	29,687	-	(7,889)	51,086
Total funds	302,847	586,540	(538,177)	-	351,210

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2020

Restricted Funds

Royal Borough of Greenwich-

- 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.
- Greenlights* - provides behaviour support and intervention for children with learning disabilities and additional challenging behaviour.
- 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.

15 Transfers

Funds have been transferred from unrestricted reserves to supplement the deficits on Royal Borough of Greenwich - Lets sort it out (£14), Big Lottery Fund – Greenlights (£7,778) and Royal Borough of Greenwich – Adult Activities (£97).

16 Related parties

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

- T Looker [Director of services] - £95.50 of direct reimbursement of expenses
- A Pearlgood [Trustee] - £250.00 donated to the charity
- M Pearlgood [Trustee] - £200.00 donated to the charity
- J Lawson [Trustee] - £20 donated to the charity
- G Earl-Hutton [Trustee] - £50 donated to the charity
- James Thorpe [Management] - £147.75 donated to the charity

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.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2020

19 Restricted reserves in deficit

The deficits on Lets Sort It Out and Greenlights have been funded from general reserves. Overall unrestricted reserves show a surplus of £296,095 (2019 – £238,898). This is made up of free reserves of £51,086 and designated reserves of £245,008.

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

	2020	2019
	£	£
Net income/(expenditure) for the reporting period	48,112	18,422
Adjustments for:		
Depreciation charges	2,793	3,557
Dividends, interest and rents from investments	251	209
(Increase)/decrease in debtors	26,739	(7,303)
Increase/(decrease) in creditors	1,869	3,294
Net cash provided by (used in) operating activities	<u>79,764</u>	<u>18,179</u>

22 Analysis of cash and cash equivalents

	2020	2019
	£	£
Cash in hand	<u>310,550</u>	<u>231,286</u>
Total cash and cash equivalents	<u>310,550</u>	<u>231,286</u>