

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 2024

Greenwich Mencap

Charity Information

For the year ended 31 March 2024

Management Committee	A Pearlgood - Chair J Lawson A Lainson – resigned 25 November 2023 J Sellars L Smyth – appointed 25 November 2023 T Smyth – appointed 25 November 2023 S Pearce – resigned 25 November 2023 N Bender – resigned 25 November 2023
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 2024

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Trustees' Report

For the year ended 31 March 2024

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 March 2024 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 charity 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 WorkNest HR Consultants that are updated regularly, though not necessarily annually.

The Board of Trustees have Ordinary Meetings at least each quarter with the CEO and Finance Manager to provide opportunities for Trustees to consider issues in greater detail. These meetings are being held on zoom since March 2020 due to the Coronavirus.

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.

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Trustees' Report

For the year ended 31 March 2024

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.

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.

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

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Trustees' Report

For the year ended 31 March 2024

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 2023/24, the Senior Management team (SLT) consisted of the Director of Services (Terri Looker), Independent Support Manager (Sally Ettridge), Greenlights Manager (Claire Hardy), Finance Manager (James Thorpe), Project Lead (Marie Masher), and Arts and Craft Lead (Samual Kenny).

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.

Financial Review and Reserves

The trading results for the year and the charity's financial position at the end of the year are shown in the attached financial statements. The net deficit for the year is £10,232.

The trustees have set a minimum level of six months of operating costs for the organisations desired level of reserves. Currently the minimum of one month's expenditure will be £43,500. Total free unrestricted reserves totalled £317,874, excluding Riverwood (£144,259), and a legacy received currently held as investments (£655,514), both of which have their own designated funds. Of these unrestricted funds, £20,648 is held as fixed assets, leaving £297,226 as accessible free reserves.

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Trustees' Report

For the year ended 31 March 2024

While there are no formal restrictions on the legacy the Letter of Wishes with it stated that it was for the long-term sustainability of the charity, as such the Trustees have chosen to treat it as an endowment and have designated these funds. Any income generated will be used for the future sustainability of the charity.

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;

Anthony Pearlgood (Chair)
Sarah Pearce (Vice Chair)
Jonathan Sellars (Treasurer)
Jane Lawson
Anthony Lainson – resigned 25 November 2023
Nicole Bender – resigned 25 November 2023
Sarah Pearce – resigned 25 November 2023
Laura Smyth – appointed 25 November 2023
Timothy Smyth – appointed 25 November 2023

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
- Greenlights funding
- LLW annual increases

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Trustees' Report

For the year ended 31 March 2024

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.

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 6 December 2024 and signed on its behalf by:

Anthony Pearlgood
Chair of Trustees

Greenwich Mencap

Trustees' Report

For the year ended 31 March 2024

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

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For the year ended 31 March 2024

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 2023/24

Though it has been a very challenging time due to the rise in the cost of living and the annual increase to the London Living Wage (unusually high) we continued to make efficiencies and financial savings whilst continuing to provide high quality services that meet the needs of our members and service users.

We were awarded £25,000 from Royal Borough of Greenwich (RBG) for Greenlights project. RBG also awarded a £2.60 increase per Riverwood placement.

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
Foyle J & C	50.00
King Mrs M	12.00
Laukkanen L	20.00
Lloyd Mr & Mrs	20.00
M Thompson	15.00
MacRobert Miss C M	10.00
MacRobert Miss E	250.00
Morris Mr Martin	100.00
Nicholls Mrs Margaret	60.00
Prentice Mrs Susan	60.00
Trent Mrs C	12.00
Vagg Ms C	120.00
Warner Mr G & Mrs R	212.50
West A & D	15.00
TOTAL	1,056.50

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Trustees' Report

For the year ended 31 March 2024

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. We aim to do this by introducing an incentive-based membership, new services to reach a wider audience increasing client numbers and plan more fundraising events

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.

I would particularly like to thank Jane for her nine years of dedication both as trustee, chair and vice chair. Her support and commitment has been outstanding and we thank her.

It is with deep sadness but also with profound gratitude that we remember both Elsie Hughes and Michael Macky. Though they are no longer with us, their legacy lives on in the countless lives they touched with kindness, wisdom, and warmth. They both worked tirelessly to improve the lives of individuals with a learning disability and for that we thank and remember them.

Approved by the Board of Trustees on 6 December 2024 and signed on its behalf by:

Anthony Pearlgood
Chair of Trustees

Independent Auditors' Report to the members of Greenwich Mencap

For the year ended 31 March 2024

Opinion

We have audited the financial statements of Greenwich Mencap (the 'Charity') for the year ended 31 March 2024 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 2024 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 2024

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 trustees 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.

Auditor's responsibilities for the audit of the financial statements

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Extent to which the audit was considered capable of detecting irregularities, including fraud

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the company through discussions with directors and other management, and from our commercial knowledge and experience of the computer software and support sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the company, including the Companies Act 2006, data protection and charities commission regulation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

Independent Auditors' Report to the members of Greenwich Mencap

For the year ended 31 March 2024

Audit response to risks identified

We assessed the susceptibility of the company's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in Note 1 were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation and;
- enquiring of management as to actual and potential litigation and claims.
- Review of meeting minutes
- Enquiring as to any correspondence with Charities Commission

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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: 9 December 2024

Greenwich Mencap

Statement of Financial Activities (Incorporating Income and Expenditure account)

For the year ended 31 March 2024

INCOME FROM:	Notes	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Donations and legacies	7	27,469	140,409	167,878	117,037
Other trading activities	7	-	-	-	-
Charitable activities	7	381,905	-	381,905	399,480
Investment income		5,104	-	5,104	5,551
TOTAL		414,478	140,409	554,887	522,068
EXPENDITURE ON:					
Raising funds		-	-	-	-
Charitable activities		444,109	176,524	620,632	557,047
TOTAL	9	444,109	176,524	620,632	557,047
Net gains on investments		55,514	-	55,514	-
NET INCOME/(EXPENDITURE)		25,883	(36,115)	(10,232)	(34,979)
Transfers between funds		(11,576)	11,576	-	-
NET MOVEMENT IN FUNDS		14,307	(24,539)	(10,232)	(34,979)
RECONCILIATION OF FUNDS					
Balance at 1 April 2023		1,103,340	35,845	1,139,185	1,174,164
Balance at 31 March 2024		1,117,647	11,306	1,128,953	1,139,185

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.

Greenwich Mencap

Balance Sheet at 31 March 2024

	Notes	2024		2023	
		£	£	£	£
FIXED ASSETS					
Investments	10		655,514		600,000
Tangible fixed assets	11		<u>20,648</u>		<u>11,524</u>
			676,162		611,524
CURRENT ASSETS					
Debtors	12	75,970		74,672	
Cash at bank and in hand		<u>438,388</u>		<u>483,981</u>	
		514,358		558,653	
CREDITORS					
Amounts falling due within one year	13	<u>(61,567)</u>		<u>(30,992)</u>	
NET CURRENT ASSETS			<u>452,791</u>		<u>527,661</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>1,128,953</u>		<u>1,139,185</u>
FUNDS OF THE CHARITY					
Restricted funds	15		11,306		35,845
Unrestricted funds	15		<u>1,117,647</u>		<u>1,103,340</u>
TOTAL CHARITY FUNDS			<u>1,128,953</u>		<u>1,139,185</u>

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 6 December 2024 and signed on their behalf by

A Pearlgood
Company Number: 02408836 (England & Wales)

Greenwich Mencap

Statement of Cash Flows

For the year ended 31 March 2024

	Notes	2024 Funds £	2023 Funds £
Cash flows from operating activities:			
Net cash provided by (used in) operating activities	22	<u>(22,100)</u>	<u>(58,607)</u>
Cash flows from investing activities:			
Proceeds from sale of property plant and equipment		500	-
Purchase of property plant and equipment		(23,994)	-
Purchase of fixed asset investments		-	(600,000)
Net cash provided by (used in) investing activities		<u>(23,494)</u>	<u>(600,000)</u>
Change in cash and cash equivalents in the reporting period		(45,594)	(658,607)
Cash and cash equivalents at the beginning of the reporting period	23	483,981	1,142,588
Change in cash and cash equivalents due to exchange rate movements		-	-
Cash and cash equivalents at the end of the reporting period	23	<u>438,388</u>	<u>483,981</u>

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Notes to the financial statements

Year ended 31 March 2024

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.

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 2024 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 2024 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).

- (b) 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

- (c) Investments are made as part of a portfolio held with an external investment company. The valuation of the portfolio is remeasured at fair value at the balance sheet date with any profit or loss being recognised in the statement of financial activity.

- (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.

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Notes to the financial statements

Year ended 31 March 2024

- (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.
- (l) Fixed asset investments are measured at fair value, with changes in fair value recognised through the statement of financial activities.

2. Net outgoing resources

This is stated after charging:	2024	2023
Depreciation	6,882	3,841
Auditors' remuneration	6,480	5,880

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2024

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>2024</i>	<i>2023</i>
Defined Benefit Scheme	1,942	1,007
Auto-enrolment Scheme (Defined Contribution)	12,783	15,451

At 31 March 2024 £18,804 (2023 £9,402) 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>2024</i>	<i>2023</i>
Wages and salaries	446,311	403,833
Redundancy costs	11,831	-
National insurance costs	34,740	29,163
Pension costs	<u>16,289</u>	<u>21,790</u>
	<u>509,171</u>	<u>454,786</u>

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

	<i>2024</i>	<i>2023</i>
Direct staff	<u>28</u>	<u>26</u>

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

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2024

7 Voluntary Income

	Unrestricted Funds £	Restricted Funds £	Total 2024 £	Total 2023 £
Donations and gifts	2,470	-	2,470	14,217
Legacies	-	-	-	3,347
Grants received and spot funding	24,999	140,409	165,408	99,473
Total	27,469	140,409	167,878	117,037

Grants Received and Spot Funding

Royal Borough of Greenwich	-	-	-	18,000
Royal Borough of Greenwich - Connecting Communit	-	50,000	50,000	-
Royal Borough of Greenwich - Medical Emergency	-	24,909	24,909	-
Metro Centre - Lets Sort It Out *	-	-	-	40,500
Big Lottery Fund - Greenlights	-	-	-	40,973
Community Engagement Programme	-	30,000	30,000	-
Unity Works	-	35,500	35,500	-
NHS Greenwich	24,999	-	24,999	-
Total	24,999	140,409	165,408	99,473

7.2 Activities for Generating Funds

Incoming resources from charitable activities

Service fees	125,159	-	125,159	133,725
Placement fees	254,058	-	254,058	253,287
Gateway Club	2,109	-	2,109	1,187
Other income	20	-	20	4,636
Riverwood Sales	560	-	560	6,645
Total	381,905	-	381,905	399,480
Total Income	409,374	140,409	549,783	516,517

*In partnership with Royal Borough of Greenwich

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2024

8 Income by activity	Donations, gifts & legacies	Grants received	Fundraising	Other income	Placement fees	Sales	Service fees	Total
Community Engagement Programme	-	30,000	-	-	-	-	-	30,000
Unity Works	-	35,500	-	-	-	-	-	35,500
Medical Emergency Support	-	24,909	-	-	-	-	-	24,909
Riverwood	145	-	-	-	254,058	560	-	254,763
Connecting Communities	-	50,000	-	-	-	-	-	50,000
Independent Living Services	-	-	-	-	-	-	125,159	125,159
Gateway club	-	-	-	2,109	-	-	-	2,109
Central services	2,325	24,999	-	20	-	-	-	27,344
	2,470	165,408	-	2,129	254,058	560	125,159	549,783

9 Allocation of Support Costs

Direct costs	Independent Living	Adult Services	Riverwood	Community Engagement	Medical Emergency	Greenlights	Unity Works	Connecting Communities	Total Projects	Support costs & governance
Bank and Service Charges	-	-	-	-	-	-	-	-	-	163
Cleaning	-	-	977	-	-	-	-	-	977	-
Consultancy	168	-	-	-	-	5,600	-	-	5,768	-
Gateway Club	-	-	-	-	-	-	-	-	-	3,811
Groups, Meetings and Socials	-	-	2	3,557	-	488	3,000	3,028	10,075	-
Insurance and Fees	-	-	-	-	-	-	-	-	-	5,644
Office Expenses	90	-	2,173	-	909	-	-	-	3,172	11,535
Personnel Function	-	-	-	-	-	-	-	-	-	5,381
Postage - General	-	-	-	-	-	-	-	39	39	784
Premises Costs	-	-	17,607	3,549	-	48	-	-	21,204	-
Professional Fees - Audit	-	-	-	-	-	-	-	-	-	6,480
Professional Fees - Membershi	-	-	-	-	-	-	-	-	-	759
Professional Fees - Payroll	-	-	-	-	-	-	-	-	-	2,793
Professional Fees - Payroll	-	-	-	-	-	-	-	-	-	420
Publicity Costs	-	-	767	-	-	-	-	-	767	-
Resources & DBS Checks	209	-	1,621	1,961	-	-	-	-	3,791	-
Salaries and Related Costs	120,094	-	259,228	20,933	22,464	29,956	20,023	33,372	506,071	3,100
Telephone	2,017	-	-	-	-	-	-	970	2,987	6,350
Training	-	-	1,170	-	-	-	-	-	1,170	1,494
Travel	-	-	1,421	-	-	15	-	91	1,527	-
Depreciation	10	-	6,162	-	-	7	-	-	6,179	703
Loss on disposal	-	-	7,488	-	-	-	-	-	7,488	-
Support costs allocated on the basis of fund size	0%	0%	48%	0%	3%	0%	0%	25%	100%	100%
Management Fee	-	-	22,905	-	1,536	-	12,477	12,500	49,418	(49,418)
	122,588	-	321,521	30,000	24,909	36,115	35,500	50,000	620,633	-

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

10 Investments

Fair value

At 1 April 2023

Disposals

Revaluations

Fair value adjustment

At 31 March 2024

Investments

£

600,000

-

-

55,514

655,514

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2024

11 Tangible Fixed Assets	Office Equipment	Motor Vehicles	Website Costs	Total
	£	£	£	£
Cost				
At 1 April 2023	31,755	21,660	5,414	58,829
Additions	-	23,994	-	23,994
Disposals	-	(14,200)	-	(14,200)
At 31 March 2024	<u>31,755</u>	<u>31,454</u>	<u>5,414</u>	<u>68,623</u>
Depreciation				
At 1 April 2023	29,582	13,273	4,450	47,305
Depreciation charge	543	6,098	241	6,882
Disposal adjustment	-	(6,213)	-	(6,213)
At 31 March 2024	<u>30,125</u>	<u>13,159</u>	<u>4,691</u>	<u>47,975</u>
Net book values				
31 March 2024	<u>1,630</u>	<u>18,295</u>	<u>723</u>	<u>20,648</u>
31 March 2023	<u>2,173</u>	<u>8,387</u>	<u>964</u>	<u>11,524</u>

12 Debtors	2024	2023
	£	£
Trade debtors	66,726	63,258
Other debtors	9,244	11,414
	<u>75,970</u>	<u>74,672</u>

13 Creditors	2024	2023
	£	£
Trade creditors	24,156	1,807
Other creditors	31,892	23,665
Accruals and deferred income	5,520	5,520
	<u>61,567</u>	<u>30,992</u>

14 Analysis of net assets between funds

	Fixed assets	Net Current assets	Total
	£	£	£
Restricted funds	513	35,332	35,845
Unrestricted funds	675,647	417,461	1,093,108
	<u>676,161</u>	<u>452,792</u>	<u>1,128,953</u>

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2024

15 Statement of funds

	Balance B/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Gains or Losses £	Balance C/fwd £
Restricted funds						
Royal Borough of Greenwich - Childrens services	24,539	-	-	(24,539)	-	-
Royal Borough of Greenwich - Transition Worker	11,306	-	-	-	-	11,306
Royal Borough of Greenwich - Connecting Communities	-	50,000	(50,000)	-	-	-
Royal Borough of Greenwich - Medical Emergency	-	24,909	(24,909)	-	-	-
Community Engagement Programme	-	30,000	(30,000)	-	-	-
Unity Works	-	35,500	(35,500)	-	-	-
Big Lottery Fund - Greenlights	-	-	(36,115)	36,115	-	-
	<u>35,845</u>	<u>140,409</u>	<u>(176,524)</u>	<u>11,576</u>	<u>-</u>	<u>11,306</u>
Designated funds						
Independent Living Service - Service fees	-	125,159	(122,588)	(2,571)	-	-
Riverwood - Service fees, placement fees and sales	211,162	254,618	(321,521)	-	-	144,259
Oxleas - Workforce Development	-	-	-	-	-	-
Investment portfolio	-	-	-	600,000	55,514	655,514
	<u>211,162</u>	<u>379,777</u>	<u>- 444,109</u>	<u>597,429</u>	<u>55,514</u>	<u>799,773</u>
Unrestricted funds						
	<u>892,178</u>	<u>34,701</u>	<u>-</u>	<u>(609,005)</u>	<u>-</u>	<u>317,874</u>
Total funds	<u>1,139,185</u>	<u>554,887</u>	<u>(620,633)</u>	<u>-</u>	<u>55,514</u>	<u>1,128,953</u>

16 Restricted Funds

Let's sort it out and adult activities

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.

17 Transfers

Funds have been transferred from the RBG Children's Services fund to the deficit (£36,115) on Greenlights. The RBG fund was for the provision of children services, which is the same principle of Greenlights. The remaining deficit on Big Lottery Fund – Greenlights has been supplemented by a transfer from unrestricted funds.

An additional designated fund has been opened, with a transfer from unrestricted funds of £600,000. This fund is the funds generated from the investment portfolio opened using the funds received from the legacy income in 2022.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2024

18 Related parties

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

- A Pearlgood [Trustee] - £142 reimbursement of payment of a gift for T Looker's 20 year anniversary of working at Greenwich Mencap
- T Looker [Management] - £150 donation to Greenwich Mencap
- T Looker [Management] - £140 reimbursement of travel expenses & office expenses

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

19 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.

20 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.

21 Restricted reserves in deficit

The deficit on Greenlights has been funded from general reserves & old restricted reserves held for the same purpose. Overall unrestricted reserves show a surplus of £1,117,647 (2023 – £1,103,340). This is made up of free reserves of £317,874 and designated reserves of £799,773.

Greenwich Mencap

Notes to the financial statements

Year ended 31 March 2024

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

	2024	2023
	£	£
Net (expenditure)/income for the reporting period	(15,338)	(40,530)
Adjustments for:		
Depreciation charges	6,882	3,841
(Gains) on investments	(55,514)	-
Dividends, interest and rents from investments	5,104	5,551
Loss on the sale of fixed assets	7,488	-
(Increase) in debtors	(1,298)	(28,450)
Increase in creditors	30,576	981
Net cash provided by (used in) operating activities	<u>(22,100)</u>	<u>(58,607)</u>

23 Analysis of cash and cash equivalents

	2024	2023
	£	£
Cash in hand	<u>438,388</u>	<u>483,981</u>
Total cash and cash equivalents	<u>438,388</u>	<u>483,981</u>